

**Congregation M'kor Shalom Religious School**  
**Job Description**  
**Religious School Director**

The Religious School Director position at M'kor Shalom presents an opportunity for a creative, energetic and visionary educator to move our education program into its next stage. The congregation has been fortunate to have the steady guidance of our current Director of Education for the past 17 years. We are looking for a Religious School Director who can appreciate and maintain the many strengths of our educational program while also guiding us in new and expanded directions.

- The Religious School Director, in partnership with the Education Committee and the clergy, shapes the vision, goals, values, and priorities of Jewish education for our religious school students in grades K-12.
- The Religious School Director guides the religious school faculty in implementing that vision and serves as a resource to teachers in achieving the goals of Reform Jewish education.
- The Religious School Director sees establishing personal relationships with our students and their families as an essential part of creating a school community at M'kor Shalom.
- The Religious School Director establishes and maintains an effective, positive, and safe learning environment.
- The Religious School Director oversees the administration of the religious school program and is responsible for ensuring that policies and procedures are clear, current, and maintained.

**Qualifications**

- An undergraduate degree in education or Jewish studies with either a M.A. in Jewish Studies, Education, or commensurate experience in a Jewish educational environment
- At least 3 - 5 years of teaching experience in a Jewish Religious School setting or a combination of public school and religious school. Some school administrative experience is preferred
- Experience and comfort within the Reform Movement
- Familiarity with modern and liturgical Hebrew

**Areas of Responsibility**

Curriculum & Programming:

- Evaluate and implement the current curriculum
- Propose suggestions for future curricula in collaboration with Education Committee
- Develop, coordinate, and evaluate the educational curriculum
- Supervise the implementation of the curriculum
- Develop and organize holiday celebrations, extra-curricular activities and informal educational experiences
- Re-establish and implement youth programming for grades 1-6
- Develop and implement creative and effective family educational programming for all grades, including but not limited to Shabbaton retreats for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades
- Reinvigorate the Religious School Parent-Teacher Organization (PTO)

### Supervision of Teaching Staff:

- Provide professional development opportunities for teachers
- Prepare staff for implementation of the curriculum
- Supervise and evaluate teachers' performance
- Hire new teachers and terminate the services of inadequately performing teachers
- Supervise the Special Needs Coordinator and the Madrikhim Program
- Conduct faculty meetings
- Ensure that classroom coverage is provided – substitute teachers

### Budget Preparation and Implementation:

- Prepare the annual Religious School budget in partnership with the Budget Sub-committee of the Finance Committee
- Work with treasurer and finance committee throughout the year in relation to budget and adjust as necessary
- Maintain records of school funds such as budgets, Tzedakah, fundraising, etc.

### Communications:

- Participate in meetings of committees within the Congregation as requested
- Report to the Education Committee and Board of Trustees about the state of the school
- Communicate Religious School programming and event information to congregation and greater Jewish community

### Administrative Activities:

- Establishes and maintains an effective, positive, and safe learning environment
- Prepares and supervises all reports, records, and other paperwork including payroll
- Orders and/or purchases all supplies, books, resource materials, furniture, and equipment
- Establishes guidelines for proper students' behavior
- Responsible for the Torah U'Mitzvot Program
- Organizes and coordinates life cycle events such as Consecration, Confirmation, and 12 Grade Graduation
- Coordinate and implement security and safety plans and coordinate the school calendar with security staff
- Coordinate needs of Religious School with Executive Director and maintenance staff

### Other Responsibilities/Expectations:

- Work with Education and Membership Committees on annual "Welcome Back" program for Religious School families
- Attend synagogue events whenever possible, especially those which Religious School families attend
- Attend all Religious School events and activities
- Attend monthly Board of Trustees meetings (generally 3<sup>rd</sup> Wednesday of the month at 7:30 pm.)
- Attend monthly Education Committee Meetings (Monday 7:30 pm. once a month)
- Attend weekly Senior Professional Staff Meetings (Tuesdays 1pm.)