

Religious School Director

TEMPLE SINAI, SARASOTA, FL

Innovative Reform. Experiential Education.

The Religious School Director will work to build strong relationships with our congregational youth and their families and to create, promote and execute both formal and informal education programs that engage Jewish youth of all ages. They will work to offer diverse opportunities to connect our students with the Jewish skills and values that will guide our children throughout their lives. The position is part-time; twenty hours per week.

To be successful in the role, our Religious School Director must be a collaborative team member and leader, a captivating communicator with an innovative mindset, and a positive presence who forms meaningful relationships with our children and families. The Religious School Director should be: a) welcoming, and active in engaging new and potential families, b) advanced in both Jewish Learning and administration to ensure smooth operations, and c) creative in implementing best principles adapted to the Temple Sinai community.

The Religious School Director will work with a team of professional staff including the Rabbi, Chazzan, Director of Early Childhood Education and Youth Director. He/She will work under the supervision of the Rabbi, and in conjunction with the VP of Education and lay committees. In this capacity, it is expected that the Religious School Director will hire, fire and supervise our teachers and maximize their strengths. All the while, it is incredibly important to build relationships with our people – who they are and what they care about and empower them to find meaning through impactful participation.

Qualifications

- Must have education and work experience in either Jewish education, Jewish non-profit work, or both.
- Must be a good role model for our youth, having high energy and passion for Jewish Life and connecting with youth
- Self-starter with ability to work independently and also as a team player who will productively engage with others at varying levels of seniority
- Knowledge of Judaism and Jewish education
- Must be able to work flexible hours, including nights, weekends, holidays and travel
- Flexible and adaptable personality that leads to success in a stressful environment
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to take initiative, and to manage multiple tasks and projects at a time
- A visionary Jewish Educational Leader, able to engage and work with learners of all ages and abilities, ensuring all are welcome
- Disposition exudes Warmth, Creativity, Innovation, and Dynamism

- Superb interpersonal skills incorporating diplomacy, tact, kindness, and ability to listen
- Advanced working knowledge of Hebrew, with organic, impactful implementation
- Experience in cutting-edge educational programming, curriculum development, teacher training and supervision, and educational leadership
- Familiarity with the Reform Movement's programs and resources as well as those of other Jewish educational initiatives and best practices/principles
- Willingness to take initiative with clear decisions and effective implementation
- Clear communicator, written and oral
- Technologically proficient and knowledgeable of administrative and instructional applications (such as digital curricula for Hebrew)
- Master's degree in Jewish Education, Jewish Studies, School Administration/Leadership, or other advanced training from an accredited program

Responsibilities

(Instructional/Programmatic)

- Create and oversee Jewish and Hebrew learning for Grades K-10 and their families with support from clergy and lay committee
- Ensure students achieve both academic excellence and sincere enjoyment for their studies
- Model and applies innovative vision of Temple and Religious School throughout program design, staffing and training, planning with the Religious School Committee, and other new initiatives
- Work collaboratively with Director of Early Childhood Education and Youth Director to integrate and streamline programming for children and families in the temple and in the community, including High Holy Day Young Families Services, Mitzvah Day, and youth group opportunities, inside and outside of Temple
- Promote Camp Coleman and other URJ camps and summer programs
- Foster a connection of/to Israel among students, parents, and educators
- Communication/PR:
 - Develop relationships with families through in-person conversations, email and the temple newsletter and school newsletter, incorporating social media as appropriate
 - Place promotional information in community outlets
 - Promote school and build enrollment
- Administration
 - Prepare registration materials and manage enrollment
 - Monitor class participation and student and family engagement in Temple-wide programming and events
 - Prepare and keep current Family and Faculty Manuals
 - Develop and manage school budget

- Facilitate Confirmation class attendance at L'taken Social Justice Seminar
- Offer suggestions for appropriate uses for *Horay Sinai* Fund and Religious School Director's Discretionary Fund monies
- Implement effective, intentional scheduling and planning, sensitive to time families have and spend together
- Lead Instructional planning, collaboration, and professional development
- Attend Board Meeting and Staff Meetings to be part of Temple Leadership and planning
- Amplify parent and volunteer participation

Bar/Bat Mitzvah Program Coordination

- Assist with assigning Bar/Bat Mitzvah dates
- In conjunction with clergy, develop schedule of workshops with families
- Encourage families to consider ways to make the Bar/Bat Mitzvah experience personally meaningful
- Assist students, and collaborate with Youth Group Director regarding mitzvah project ideas and Tikkun Olam