

## Religious School Director - Part-Time

Temple Israel of West Palm Beach is a small (we have approximately 270 member families) mainstream Reform congregation that honors tradition while appreciating innovation. We are a fully-inclusive congregation, not only welcoming, but also supporting individuals from all backgrounds. We seek a part-time Religious School Director. The individual should be creative, organized, and motivated to partner with our team to continue to grow learning for students and families. The successful candidate will work closely with our Rabbi, professional staff and lay leadership, and will encourage parent, student and community involvement.

Our program includes 15-16 Sunday sessions (typically 2x/month from August-May) and additional family programming, including occasional Shabbat involvement. Beginning in 4<sup>th</sup> Grade, students also attend weekly Wednesday Hebrew sessions.

Job duties include:

- Implementing and revising curriculum, as appropriate – ensuring active, developmentally appropriate learning is occurring
- Partnering with educational staff to plan and implement whole school and family experiences that promote deep learning and relationship building
- Teaching in our Hebrew program and developing/implementing both formal and informal school and family events
- Involvement with *B'nai Mitzvah* and Confirmation preparation, including scheduling and tutoring
- Participating in hiring, supervising, mentoring and evaluating teachers and teaching assistants
- Recruitment - including marketing of the school - to promote and increase enrollment
- Working with the professional team to prepare and maintain necessary school schedules, family records, financial records and budgets
- Communicating with parents, synagogue leadership, congregants and greater community through the use of monthly bulletin articles, e-mails, social media and reports to the Board of Directors
- Integrate programming between school and various other constituencies within the congregation, such as Brotherhood and Sisterhood, to foster relationships and engagement
- Initiating and supporting fundraising efforts to enhance the school budget
- Participation in the community's monthly Educator Council meetings and other community events

The successful candidate will be comfortable working in a collaborative environment and appreciate the benefits of working as part of a clergy, professional and lay team. The ability to multi-task, as well as possessing excellent organizational skills and advanced computer skills – especially Microsoft Office - will be helpful in this position. The ideal candidate will be warm and caring and enjoy working with small children, as well as; tweens and teens.

Candidates must have a bachelor's degree, prior teaching experience, appreciation of the theology and practices of the Reform movement and experience in teaching basic Hebrew and prayer. Prior administrative or management experience is required, preferably in an education-based setting.

To apply, send a cover letter and resume to: [jennifer@temple-israel.com](mailto:jennifer@temple-israel.com)  
Use the words "Religious School Director Applicant" as the e-mail's subject line.