

Education Director Advertisement for 2012/13 position

Kehilat HaNahar (KHN) is a vibrant, 18-year old, Reconstructionist synagogue with approximately 125 families, located in scenic New Hope, Pennsylvania. We are seeking a part-time Education Director to oversee our Shul School, which offers Jewish education for kids ages 4-16, and includes preparation for b'nai mitzvah and confirmation.

The KHN Shul School provides a learning environment that is fun, and we see our school as the beginning of a life-long journey of Jewish learning. Our curriculum is designed so that students learn Jewish history, ritual, values, tradition, culture and Hebrew. In addition to typical classroom sessions, there are frequent opportunities to incorporate art and music into learning. Periodically students are invited to participate in class trips, shabbatons, and programs with kids and adults from other synagogues in the region.

The ideal candidate will have teaching/administrative experience in a Jewish educational setting, with knowledge of the principles of Reconstructionism. Organizational skills and the ability to administer a comprehensive Hebraic and Jewish educational program for our students are very important. We seek an enthusiastic candidate who will have the vision to lead the school and join our community as it continues to grow and develop.

More information about our congregation can be found on our website at www.kehilathanahar.org

Interested candidates should submit their resume to:
Kehilat HaNahar
Attn: Education Director Search
PO Box 417
New Hope, PA 18938

Or email to: littleshul@kehilathanahar.org with subject line "Ed Director Search"

For more information, please call 215-862-1912

**KEHILAT HANA HAR
EDUCATION DIRECTOR
JOB DESCRIPTION
2012/2013
DESCRIPTION**

The Education Director is a part-time, 11-month professional position responsible for the oversight and management of the Shul School program at Kehilat HaNahar.

SUPERVISION

The Education Director reports directly to the Shul School Committee, via its designee.

The Education Director coordinates with the Rabbi on spiritual and religious matters to ensure integration and consistency between the Shul School and the larger KHN congregation.

QUALIFICATIONS

- Strong background in Judaic studies and Jewish Education, advanced degree in related area preferred
- Working knowledge of Hebrew
- Experience in teaching/working with youth in a Jewish educational or similar setting
- Demonstrated success working with volunteer staff and volunteer-led organization
- Experience managing part-time, paid staff
- Proven success as an administrator
- Knowledge of or willingness to learn about principles of Reconstructionism

JOB RESPONSIBILITIES AND DUTIES

- Support the mission, procedures and policies of the Shul School, including, but not limited to:
 - Development and oversight for the Shul School annual plan
 - Goals
 - Objectives
 - Activities
 - Development and oversight of the annual Shul School budget
 - Complete grant applications to meet annual operational goals
 - Ensure the implementation of **Access to Jewish Education (ACCESS)**, both programmatically, and also for each individual student who meets criteria for ACCESS services

- Ensure the security and integrity of confidential information

- Oversee the implementation and assessment of curriculum including:
 - Hebrew fluency in designated classes
 - Leadership for the curriculum development process

- Collaborate with Rabbi to oversee Bar/Bat Mitzvah Students
- Supervise teaching staff, including but not limited to:
 - Hold regular staff and individual meetings
 - Conducts classroom observations
 - Performs bi-annual evaluations
 - Plans and coordinates internal staff professional development
 - Facilitate a sense of collegiality and team environment
- Facilitate and nurture connections with parents in the Shul School through regular email communications, and individual meetings as needed.
- Participate in the monthly Friday Family and Saturday Vav and Zayin services.
- Plan for and ensure the day-to-day administration of the Shul School, including but not limited to:
 - Recruit and manage teaching staff
 - Coordinate the process of school enrollment
 - Create teacher, assistant, and class assignments.
 - Oversee coverage for teacher absences, directly substituting when needed
 - Assist in educational instruction through direct teaching to students
 - In conjunction with the Shul Administrator(s), ensure systems for conveying information in a timely fashion to parents and the community.
 - Develop the annual school calendar in conjunction with Rabbi, Ritual and Shul School Committees
 - Order and distribute books and supplies
 - Act as a resource for the KHN community, on site, during Shul School hours, and by phone/email at other times
 - Provide information and tours to prospective families to actively recruit new students