



"Voice of the Heart" – a synagogue community

Kol HaLev, a Baltimore and surrounding-area Reconstructionist congregation, is hiring a part-time coordinator for our school, Beit Lev ("house of the heart"), which meets two Sundays per month. Kol HaLev is an inventive, participatory community. We want our children to be grounded in Jewish learning that will enable them to be knowledgeable, active Jews today and in the future.

I. Responsibilities

- A. *Facilitate education and communication:* Support teachers and coordinate substitutes. Communicate curriculum goals and student progress to parents. Create and maintain a newsletter to be sent to Beit Lev families before each Beit Lev Sunday.
- B. *Plan a school calendar:* Create a calendar of events for the year including at least two special Sundays around holidays. Work with synagogue leadership to coordinate any community-wide observances. Plan one educational field trip and one social field trip during the year.
- C. *Coordinate the b'nai mitzvah program:* Ensure that b'nai mitzvah students pick dates, start tutoring with the rabbi and cantor, and attend each others' b'nai mitzvah services. Coordinate grades 5-8 dinners.
- D. *Administer operations:* Manage budget for all activities and supplies. Communicate with synagogue administrator to procure supplies or items needed for the school. Ensure that classrooms, snacks, recess, and cleanup are taken care of for each Beit Lev day.
- E. *Coordinate with synagogue and church leadership:* Attend monthly Kol HaLev Board meetings. Meet with Beit Lev Advisory Board (BLAB) and supervising KHL Board member 4-5 times during the year and assign tasks to BLAB volunteers. Submit teacher hours to supervising Kol HaLev Board member. Meet monthly with church school director to discuss upcoming programming and space sharing.

II. Qualifications

- A. Knowledge of Judaism and a commitment to Jewish life and Jewish education, with an appreciation of a progressive, Reconstructionist approach
- B. Experience in education or Jewish education; supervisory experience helpful
- C. Ability to communicate effectively and sensitively with children, parents, and leadership, both verbally and in writing
- D. Skills in interpersonal communication, attention to details, decision-making, organization, written communication, and computer literacy (including a working knowledge of Google Docs and Sheets)

III. Job Specifics

- A. The position is 15-20 hours per month with a start date by August 1, 2019. Required hours in the building are 8:45-12 (approximate) on Sundays when school is in session. The remainder of the hours are relatively flexible.
- B. Position is supervised and guided by designated member of the Kol HaLev Board.
- C. The position includes discounted membership to Kol HaLev.

Please send cover letter and resume to president@kolhalevmd.org. In your cover letter, please comment on (1) why facilitating religious education is important to you, and (2) a meaningful educational leadership experience you played a role in.