



Temple Israel Charlotte, NC
Director of Religious School and Family Education

Temple Israel's Director of Religious School General Description

Director of Religious School should be creative, flexible, organized, detail oriented and able to get students excited about Jewish life and traditions. Candidates should have experience with project-based learning and be eager to partner in creating a warm, welcoming, and engaging learning environment with teachers, students, their parents, and the entire Temple Israel Family. The Director of Religious School will work closely with the Temple Israel Religious School Advisory committee as well as the Board President, Senior Rabbi, and Executive Director.

Job Responsibilities

Operations, Administration, and Financial Oversight:

- Supervise and inspire the teachers and staff of Temple Israel Religious School (TIRS)
- Work with staff and lay leaders to create, manage and implement school policies and procedures
- Hire, manage and oversee faculty and staff
- Develop, manage, and present for approval an annual school budget for TIRS
- Write and deliver Annual Staff Evaluations which supports and directs professional growth
- Will Promote cooperation, participation and harmony with the faculty, families, and volunteers and convey a sense of professionalism in the team environment
- Work to maintain professional resources for staff
- Oversee curriculum and lesson planning process for teachers

- Manage and implement emergency procedures throughout the building
- Update and maintain allergy and medication paperwork for students
- Directly supervise and support the growth and development of teachers and the Youth Director by providing mentorship and ongoing professional development opportunities, as needed
- Director will ensure that a safe, healthy, and intellectually stimulating working environment exists for all members of the staff, students, and families
- Supervise and participate in Community Hebrew High School program

Curriculum

- Implement, assess, and refine curricular goals and objectives in consultation with our Senior Rabbi and TIRS Advisory Committee.
- Introduce innovative, experiential, Jewish education and engage students to help infuse excitement and joy into educational programming
- Participate in visioning, implementing, and staffing of Religious School Family Engagement programming outside of school hours, such as Jr. Congregation, Class Shabbat Services, and other Family Events
- Create schedules for classrooms and teachers

Family Engagement

- Create family education courses, as needed, during Religious School Hours
- Work with the Youth Director to create new, exciting, and engaging programs for our Temple Israel Families
- Reinvigorate the Torah Tots program and create and implement new ideas for our preschool aged children
- Represent the Temple at the Charlotte Jewish Preschool and establish and maintain a working relationship with the Charlotte Jewish Preschool and engage families
- Promote Temple Israel programming on Shalom Park

Communications

- Recruit and cultivate relationships with potential and current religious school students and families.
- Work collaboratively with Temple Israel's Communication Team
- Maintain regular and clear communication with faculty, staff, park partners, and families providing an open door to collaborate and reflect

Qualifications

- Bachelors or Masters degree in early childhood, elementary education, Jewish Education or related field
- Minimum of 5 years Previous Jewish Education leadership experience
- Able to manage multiple tasks simultaneously, demonstrate excellent time management and organization skills, meet deadlines and manage all administrative, logistical and program details.
- Possess strong leadership skills, be a self-starter and a collaborative team player.
- Possess basic knowledge and familiarity with developmental psychology, pedagogy, and classroom management/engagement.
- Have basic Hebrew knowledge and ability to teach Hebrew prayers.
- Have a working knowledge, interest, and joyful approach to Conservative Judaism.
- Familiar with Microsoft and Google suite. Familiarity with Constant Contact, Shul cloud, Canvas, Remind, and Adobe a plus.

Who We Are

Temple Israel is a growing and vibrant, warm and welcoming, financially stable, progressive Conservative Jewish synagogue of over 500 families with an average age of 44 and an annual operating budget of \$2.3 million. We engage our congregants through Shabbat and Holiday services with prayer and music for adults and young families, Jewish life-cycle observances, daily minyan, adult and youth education, social action engagement, and other experiences enriching the lives and spirituality of our congregants. For more information, please visit www.templeisraelinc.org, Temple Israel is in Charlotte, NC on Shalom Park, a beautiful park-like campus with other Jewish agencies. Charlotte is one of the

fastest growing, livable, friendly cities in the U.S. and is located three hours from the mountains and the beach.

Equal Opportunity & Diversity: Temple Israel prides itself on being an equal opportunity employer and committed to a diverse and inclusive workforce.

Salary: \$75,000- \$78,000 annually based upon education, experience, and qualifications ; non-profit Charlotte-area comparable employee benefits having employer/employee cost-sharing, professional development budget, and paid time off.

Duration: Full time, hours vary and will be discussed during interview process

We offer a strong, supportive positive team of staff, volunteers and congregants who are excited to welcome you into our community.

To Apply

Interested candidates should email a cover letter and resume to president@templeisraelinc.org Applications will be confidential with reference inquiries being done with the permission of the candidate. Satisfactory background check required prior to employment.