

RELIGIOUS SCHOOL ADMINISTRATOR
Temple Sinai
New Orleans, LA

ABOUT TEMPLE SINAI

Temple Sinai is the oldest Reform Congregation in New Orleans, Louisiana. Founded in 1870, Temple Sinai is a 450-family congregation in historic Uptown New Orleans, adjacent to Tulane and Loyola Universities. Temple Sinai is an inclusive and welcoming congregation. We are currently seeking an outstanding and creative individual to join our staff and to lead our education program.

ROLES & RESPONSIBILITIES

This is a part-time position. As Administrator, one will run our Religious School, which includes Sunday mornings (Chavurah@Sinai) for pre-K through 10th grades, Hebrew School on Wednesday afternoon for 3rd through 7th grades, as well as our Temple Toddlers programs. We currently have approximately 60 students in our Religious School (pre-K through 12th grade).

The Religious School Administrator will work closely with our clergy team (Rabbi and Cantor), our Executive Director, our support staff, as well as lay leaders and volunteers.

Key responsibilities include:

RELIGIOUS SCHOOL

- Create a welcoming and exciting environment for all of our Temple Sinai students and families
- Continue to reshape our Religious School, which has been a work-in-progress for the past five years, building on our past successes
- Develop and continually update an innovative curriculum for all ages: kindergarten through 12th grade
- Be in regular communication with our Religious School families
- Recruit, hire, supervise and mentor all of our teachers and assistants
- Implement school-wide programs and holiday observances
- Create and run engaging family education programs
- Coordinate our Temple Toddlers programs and services
- Coordinate our monthly Gesher programs for 11-12th grades
- Work with our community Youth Director to support our Temple youth groups
- Be a part of our Adult Education program
- Promote the Religious School to the greater community
- Meet with prospective Temple families
- Manage the Education Department budget
- Write a column for our monthly Temple Bulletin
- Work closely with our Religious Education Committee

ADMINISTRATION

- Be an important part of the Temple Sinai Professional Team

- Attend weekly staff meetings
- Attend monthly Temple Board of Trustees meetings
- Help to create and maintain the Temple calendar
- Pursue personal continuing education and professional development opportunities

Priority will be given to candidates with experience in synagogue religious schools and Reform Judaism. Candidates must be excellent teachers, good communicators, team players, with some experience in administration and staff supervision, who are creative and want to be part of the Temple's leadership team.

Required Qualifications:

- Master's Degree preferred, Bachelor's Degree required
- Teaching experience required, especially within a synagogue Religious School
- Excellent organization, time management, communication, and computer skills

Compensation

- Salary commensurate with experience (range: \$25,000 - \$30,000)
- Benefits to be negotiated

START DATE: July 1, 2022

Temple Sinai is an Equal Opportunity employer. We value a diverse workforce and an inclusive culture. Temple Sinai encourages applications from all qualified individuals without regard to race, ethnicity, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, physical ability, or veteran status.