

**Job title:** Religious School Director (part time)

**Job announcement**

The Lawrence Jewish Community Congregation (LJCC) seeks an enterprising and energetic professional to fill a permanent, part-time position as our Religious School Director. Our unaffiliated congregation is the center of inclusive Jewish life in Lawrence, Kansas, a vibrant and open community that is home to the University of Kansas and has a wide array of cultural and educational venues. The LJCC serves Jews of different backgrounds and unites them in Jewish life, prayer, and study. The LJCC religious school educates the children in our community on Jewish life, religion, and culture, and prepares them for B'nai Mitzvah and adult Jewish life.

Understanding the various methods of observance among the LJCC membership, the Religious School Director will:

- enhance Jewish education by partnering with parent leadership to implement, supervise, and administer existing age-appropriate religious school and Hebrew curriculum using previously adopted materials;
- recruit and supervise instructors as needed;
- coordinate Hebrew tutoring for 4th grade and older
- work with parents to lead children towards their B'nai Mitzvah;
- recruit new students and retain current students;
- increase the connection between the religious school and the larger congregation.

We are looking for an individual who can direct and coordinate our religious school program, which includes weekly school lessons and Hebrew tutoring, as well as family friendly services and events. These activities will build on our existing successful program. This person will work with our Program/Operations Manager, volunteer board, and lay-led ritual committee to help provide child-friendly experiences that align with the Jewish Calendar.

Our ideal director is someone who is organized, is personable, is a self-starter, can work well with our active volunteer leadership and Program/Operations Manager, can coordinate instructors who provide direct educational experiences in our school, and who can identify new ways to grow and develop our school.

The school underwent a successful reboot in the 2019-2020 academic year, with a record enrollment of 15 students and unprecedented involvement with the community. The COVID pandemic caused the LJCC Religious school to move online in March 2020, along with all other LJCC programming. Both remain entirely virtual at this time. In the 2021-2022 school year we seek to continue our religious school. This will either be through an in-person model or online, pending the reopening plans for the LJCC and county health regulations. We seek a Religious School Director to lead the religious school program in this interesting time and to develop new aspects of the program that best accomplish the LJCC's educational goals.

This is a part-time position for the school term starting in mid-August through May, or 9 months from the anticipated start date. Compensation is approximately \$1,000 per month, dependent on experience. Additional funds may be available for summer programming.

Required qualifications:

- At least one year of professional work experience in education
- Working knowledge of Jewish values, culture, religious practices and norms, holidays, and life-cycle events
- Excellent oral and written communication skills
- Excellent organizational skills
- Technical fluency in areas of social media, online communication, and organizational software.

The successful candidate can work remotely during the period when the school is offered in a virtual mode.

Benefits – flexible work schedule

Salary – through May 2022 up to \$9,000 depending on experience.

To apply, please send a cover letter, resume, and three references to [LawrenceJCC@gmail.com](mailto:LawrenceJCC@gmail.com) along with any inquiries about the position. We will begin review of applications as they arrive.