



Temple Shalom is a vibrant, inclusive and welcoming congregation which conducts itself according to the principles of both the Reform and Conservative Jewish movements. There are 230+ member families in our congregation and 50 students in our schools. We are located on the front range of the Rockies, alongside Pikes Peak in the heart of lovely Colorado Springs, Colorado.

Our mission is to promote a spiritually centered community that inspires Jewish values, life and learning. Temple Shalom is a diverse and inclusive congregation seeking professional Jewish leaders to engage and grow our congregation.

Job Opening: Director of Education & Engagement

The Director of Education & Engagement is responsible for providing overall vision and leadership for Temple Shalom's educational programs and congregational engagement. This includes directing all aspects of our Preschool, Religious School & Youth, Adult Education and Programming. This position is critical in the active engagement of our membership for programs, events and services and will work in collaboration with the Rabbi and Executive Director to build relationships with our members.

This is a full-time position that reports directly to the Executive Director. The Director of Education & Engagement will work directly with the Education Committee for curriculum and planning, the Program Committee for events and the Rabbi and Ritual Committee for holiday observances and collaboration of the Temple Calendar. This requires close working relationships with teaching staff, committees, and our families.

Job Responsibilities:

Serve as the Education professional and Engagement director of Temple Shalom, a traditionally Reform/Conservative aligned congregation.

- Administer the Religious School (K-12) that meets two days a week on Sunday and Tuesday and the Preschool that meets 3 weekday mornings.
- Serve as resource, materials, and management coordinator for education.
- Responsible for administrative records, including attendance, class rosters, service participation, calendar, assessments and schedule of classes. Prepare individual tutoring plans (ITP) as needed.
- Coordinate family education, student-led services, bar and bat mitzvahs and holiday celebrations during the school year. Implement educational program on High Holy Days and Jewish holidays during the year.
- Develop and administer a comprehensive curriculum for the schools with the input of the Education Committee, Rabbi and Executive Director.
- Identify and initiate educational program development opportunities in accordance with the Temple Shalom Strategic Plan and contemporary Jewish education resources.
- Supervise resources, both staff and space, to assure that Temple Shalom is a place where Jewish life and learning is embraced and celebrated.
- Assess staffing needs and recommend hiring of Preschool and Religious School staff, Adult Educators with consultation and approval of the Education Committee to the Executive Director.
- Recruit, train, supervise and support teachers, substitutes, madrichim, tutors, volunteers. Monitor classroom activity, lessons and goals. Provide observation and feedback throughout the year.
- Ensure teaching cadre and volunteers are oriented to Temple Shalom policies and procedures. Evaluate teachers and update employment files.
- Collaborate with the Parent Teacher Organization, the fundraising and support group of our schools.
- Attend all meetings of the Education, Programming and Membership Committee, reporting to the Chairperson monthly and to the Executive Director weekly.
- Maintain consistent, open communications with staff, parents, members and interested community members. Collaborate calendar events at TS.
- Create publicity and marketing materials for Temple events in collaboration with the Office Coordinator for weekly and monthly communications and social media blasts.

- Participate in activities within the Congregation that will forward Education and Engagement at Temple Shalom.
- Prepare annual budget worksheet for education and engagement with the Education and Programming Chairperson. Collaborate with the Budget & Finance Chairperson and Executive Director on these budget areas.

Qualifications:

The ideal candidate is a friendly, dynamic, creative, and engaging Jewish professional with experience working with students and parents from preschool through high school. Candidate shall embrace the values of the congregation, be a proven leader to nurture and grow our educational program. The Director of Education & Engagement will serve as a Jewish role model for our faculty, students, families and members by leadership and personal example. Collaborating with the Rabbi, Executive Director, and lay leaders; the Director of Education & Engagement will implement the educational mission and vision of the schools while engaging members in authentic Jewish experience. Minimum credentials: Bachelor’s degree in education, engagement, marketing or related field. Master’s Degree preferred. Solid Judaic knowledge and background to facilitate lifelong learning. Two years of administrative experience.

Duration: Full time position 40+ hours per week.
 Salary Range: 50,000-52,000 annual
 Benefits: Paid Holidays, flexible time off.
 Experience: 2 years minimum
 Degree: Bachelors or advanced degree
 Posted: 25 February 2023
 Job posted for: 60 days
 Categories: Education, Engagement, Director, Early Childhood, Religious School, Adult Education, Programming, Marketing and Communications
 Job Focus: Synagogue
 Organization: Temple Shalom
 Website: www.templeshalom.com
 Location: 1523 E Monument Street
 Colorado Springs, CO 80909

Please send resume and cover letter to: execdirector@templeshalom.com