

Job Description Draft --- Education Director

April 9, 2008

Job Description

TBE Education Director – ½ time position

The Education Director implements the policies and directives of the Temple Board of Directors in conjunction with the Religious Education Committee. The Director oversees the education program from Early Childhood through Confirmation, including directing and supervising the Religious and Hebrew Schools. The Educator functions under the direct supervision of the Rabbi and in coordination with the Religious Education Committee, and is ultimately responsible to the Board of Directors. The duties of the Educator will be reviewed annually and the performance of Educator will be evaluated annually.

I. CURRICULUM DEVELOPMENT

1. Implement age-appropriate curriculum guide for Pre-Kindergarten to Grade 10 and for Hebrew School
2. Order texts and supplies, with prior authorization

II. BUDGET PREPARATION AND IMPLEMENTATION

1. Operate RS and HS within established budget, using established procedures
2. Ensure information for payroll is complete and accurate, as requested by Temple Administrator

III. FACULTY RECRUITMENT, SUPERVISION, AND TRAINING

1. Recruit, interview, hire, and, dismiss qualified faculty
 - a. Dismiss faculty when necessary, only after appropriate procedures have been followed
2. Supervise faculty performance and lesson plans
 - a. Translate the mission and policies of the Education Program and Temple to the faculty for implementation in the classroom and maintain regular observations of teachers and Madrichim
 - b. Provide mentoring, on-going feedback, observations, lesson plan supervision, and provide regular communication regarding students and classroom skill/building on individual basis, as necessary

IV. ADMINISTRATIVE TASKS

1. Supervise responsibilities and duties of administrative assistant, including substitute teachers, record keeping, communication with congregation and teachers, coordination regarding facilities, resources management
2. Student and parent communication
 - a. Be primary point of contact for religious and Hebrew school parents
 - b. Coordinate enrollment and registration process for students
 - c. Monitor student attendance, counsel with parents regarding unexcused absences and establish communication system with parents regarding their student's progress, including and annual school/parent conference.
 - d. Create informative messages for each issue of the Temple Chai Lights

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- e. Communicate with teachers regarding any special circumstances of their students (home/family issues, educational concerns) and mediate problems between teachers and students and/or parents
- 3. Programming
 - a. Calendar
 - i. Set the school calendar year in advance of the beginning of the school year, in consultation with the Rabbi and the Temple Office
 - ii. Coordinate the annual school calendar with opening and closing ceremonies with Rabbi and Office Administrator
 - b. Coordinate with Rabbi and teachers regarding services for the Consecration and Confirmation students and for the Friday night Family Shabbat services
 - c. Coordinate use of Temple facilities by Religious and Hebrew Schools with Temple Administrator
 - d. Order texts and supplies, with prior authorization
 - e. Be present on site 30 minutes prior and 30 minutes after school hours on Tuesdays and Sundays. Ensure that all students are picked up.
- 4. Religious Education Committee – work with this committee on issues such as budget and Student/Parent Handbook

The Religious Education Committee will take responsibility for:

- 1. Preparing budget for the school year
- 2. Prepare a Student/Parent Handbook to include calendar, Mission Statement, Goals, policies/procedures, Emergency and medical forms