

## **Congregation Berith Sholom Director of Learning and Celebrations**

Congregation Berith Sholom's Director of Learning and Celebrations is a part-time salaried position. Working with the Rabbi and volunteers, the position has three components: administer a youth education program (right now together with another synagogue), create educational programming for adults, and plan and implement holiday observances for children and adults. The goal of our youth education program is to provide a quality Jewish education; to provide an education and environment where they experience and develop a love of Judaism; develop an understanding of *tzedakah*, *mitzvot*, and religious observances in the home and congregation.

The responsibilities of the director shall include, but are not limited to:

### Administration and Marketing of an in-house Sunday school

- Building an in-house school, attracting families, and managing relationship with Temple Gates of Heaven while we grow
- Hire and supervise teachers and teaching assistants
- Create the academic calendar
- Active participation as an ex-officio member of all relevant committees including the Congregation's Board of Trustees, and executive committee
- Annual evaluations of staff and professional development for staff

### Budget

- Prepares the draft annual budget for learning and celebrations
- Prepare all financial reports as requested by the treasurer or board

### Hebrew and Judaic Studies

- Curriculum development and assessment in conjunction with the Rabbi
- Preparation of syllabi and in conjunction with the Rabbi, providing opportunities for families to participate in worship services
- Providing resources and support to teachers to create sacred classroom communities
- Creating opportunities for multi-generational learning and by programming for family education
- Student progress and evaluations
- Maintaining effective parent communication
- Preparation, in conjunction with the Rabbi, of the syllabi for all B'nei Mitzvah students

### Grants and Contracts

- Pursues grants and contracts that will support of our youth and adult education

### Community

- Participate as member of the United Jewish Federation's Principal's Council
- Plan and implement education programs with other area organizations to promote learning
- Lead or coordinate monthly book club, Literature and Libations
- Coordinate with membership committee to engage new members

### Adult Education, Shabbat, and Jewish Holidays

- Plans, oversees, facilitates, and evaluates adult education programming, to include at least three opportunities per contract year
- Work with volunteers and the Rabbi in identifying and itemizing tasks and goals each year to help meet the needs of our members for Shabbat and holiday observances and special programs

### Shabbat and Jewish Holidays

- Engage volunteers and the Rabbi in identifying and itemizing tasks and goals each year to help meet the needs of our members for Shabbat and holiday observances and special programs
- Oversee the implementation of these plans

The Director will report to the Board of Trustees with an annual performance review. Director, the Rabbi, and education lay leader will meet on a regular basis to review progress, troubleshoot any obstacles to success, and to provide support. Salary commensurate with experience, starting at \$25,000 annually (25 hrs/week). Position starts July 1, 2022.

Questions regarding the position, and/or resume with cover letter can be addressed to [wnwheeler1991@gmail.com](mailto:wnwheeler1991@gmail.com).