**Religious School Director for Reform Religious School**

At Temple Judea, we celebrate Judaism as a wisdom, a dynamic evolving tradition. We emphasize personal and communal connections with meaning; building on the past, honoring the present and looking to the future. Temple Judea is a musical, learning, creative, relevant and contemplative community that honors and welcomes all people, religions, and opinions. We draw near and feel our strength and resiliency by staying connected to Jewish traditions and each other. Each and every one of us is important.

Religious School Director

The Religious School Director will continue to develop and execute the Jewish education program for children at Temple Judea. Congregation Temple Judea of Bucks County, a Reform synagogue in Bucks County, Pennsylvania is looking for an enthusiastic, knowledgeable, organized Religious School Director. We are looking for someone to build and foster relationships with students, parents, faculty, staff and board members to drive our children’s religious education.

Position Responsibilities

* Oversee all aspects related to the school including but not limited to student recruitment, registration, communication, procurement of materials and supplies, maintenance of student records, etc.
* Supervise, evaluate and hire, as needed, teaching staff and provide continuing education opportunities.
* Create and manage school’s budget, with the support of the Treasurer.
* Develop and revise curriculum as needed. Lead curriculum implementation with faculty.
* Oversee Madrachim program.
* Coordinate events and programs for students and parents/families: including Consecration, Confirmation, grade-level Shabbat services, holiday celebrations and school-wide end of year celebration.
* Lead development of a Religious School Committee to support education program.
* Supervise Religious School administrative assistant, who will support execution of Religious School Director responsibilities.
* Serve as primary contact for families regarding children’s educational needs.
* Work collaboratively with the Rabbi, Vice President of Education, Religious School administrative assistant, staff, faculty and volunteers to achieve religious school and congregational goals.
* Attend weekly/bi-weekly staff meetings. Attend and present Religious School report at Temple Judea’s monthly board meeting.
* Work with Vice-President of Education and the Religious School Committee to ensure that all of the Religious School students’ needs are being met.
* B’nai Mitzvah program coordination with students, families and Rabbi.

Qualities

We’re looking for someone who is passionate about creating an inclusive learning environment for our diverse student population. We’re looking for someone who has:

* Excitement for Jewish education;
* Demonstrated ability to implement religious education curriculum;
* Strong interpersonal skills and ability to foster relationships with students, parents Board members;
* Solid written and verbal communication skills;
* Effective problem-solving and critical thinking skills;
* Flexibility;
* Emotional Intelligence; and
* Detail-orientation and comfort with technology, experience using Google documents, ShulCloud and Shalom Learning is preferred

Education and Experience

The successful candidate will have:

* Bachelor’s degree in Education, Jewish Studies, Administration or related subject.
* 3+ years’ experience related to the listed job tasks and responsibilities.
* Prior supervisory experience, preferred.
* Understanding of up to date Jewish educational pedagogy, working knowledge of Hebrew and worship services, as well as extensive knowledge of other Judaic topics, as seen through the Reform movement lens.

Additional Information

* Job Type: Full-time, 35 hours/week
* Schedule: School days (Sunday and Wednesday) and other hours to support religious school needs and collaboration with staff, parents and lay-leaders
* Pay: $50,000 per year
* Paid time off
* COVID-19 considerations: COVID-19 vaccination and boosters is required of all employees. Temple Judea will consider accommodations for medical and religious based reasons.
* Job location: on-site during Religious School and minimally 1 additional day per week
* Temple Judea’s website: <https://www.templejudea.org/>

Temple Judea of Bucks County is an equal opportunity employer. We believe that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status or any other class protected under federal, state of local laws.