**Director of Education**

**About Congregation Keneseth Israel**

In existence for over 110 years, Keneseth Israel is a vibrant and inclusive Reform congregation of about 300 families located in Allentown, PA. We pride ourselves on our warm, welcoming, caring and multi-generational community where congregants can experience and express their Judaism in numerous ways, including at spiritual, educational and community gatherings. Among our strengths: our educational programs, youth involvement, music, social action, and interfaith relations and study. These are traditions that continue to shape Keneseth Israel.

Beyond our walls, Keneseth Israel is an integral member of the larger diverse Allentown religious community, leading the way for increased involvement and community interaction. Within our walls, we have a highly collaborative and healthy relationship between the Board and our Rabbi. Our lay leadership is committed to our members and provides solid financial management.

Education – for congregants of all ages – is a priority at Keneseth Israel. Our religious school students learn via engaging and fun programs including art, movement, individual and small group learning as well as through experiences outside our building. Additionally, students learn about Israel and have interactions with our sister community in Israel.

Keneseth Israel has a close relationship with our neighbor Muhlenberg College and their strong Hillel. Many of our teachers are Education majors from Muhlenberg College.

**About the Opportunity**:

We are seeking a part-time (about 25 hours) Director of Education to support Keneseth Israel in its efforts to modernize religious school programming, partnering with our dynamic clergy and lay leadership as well as other Jewish institutions in the region. We pride ourselves on engaging our students and instilling a love of learning and love of Judaism. Our aim is to continue building a vibrant school that allows our students and families to experience Judaism from a variety of perspectives. We envision that the Director will build upon our current program to further strengthen student learning, and manage positive relationships with students, parents, clergy, staff members, board members, and the greater Jewish community.

The Director is supported by office staff. Religious school is held on Sunday morning

(9-12).

We are seeking a candidate to manage all aspects of our educational programming including:

**Overall Administration & Management of the Religious School:**-Coordinate the day to day operations of the school

-Develop and manage school budget and finances, including reimbursements for teachers, payroll, etc.

-Oversee student safety

-Attend monthly board meetings and create board reports

-Communication effectively with parents and families to encourage participation and family engagement, with the school and with each other

-Work with Education Committee to enable all to work together to fulfill school vision

**Manage School Staff, Learning Environment & Curriculum:**-Recruit, manage and supervise school staff, including teachers and madrichim
-Supervise education intern
-Evaluate and provide reports on student progress in Hebrew
-Manage service requirements for B'nai Mitzvah
-Staff development: lead & manage all staff development sessions for school staff (Hebrew and religious education)
-Select, implement and evaluate curriculum for grades K-10
-Maintain Hebrew program including introduction of new & innovative platforms to facilitate in school, online and at-home learning

**Select and Manage Varied Learning Experiences:**-Design and implement educational opportunities & experiential learning in and outside of the classroom environment for K-10th graders and their families.
-Design, implement, and oversee special school programs including family programming which includes planning & coordination of Shabbat dinners for K-6th grade student & their families prior to their participation in Shabbat services

**An Ideal Candidate:**

The ideal candidate will be an experienced Jewish educator, have strong interpersonal skills with the ability to communicate with all congregants, an energetic spirit, personal warmth and a true love of Judaism. The Director of Education will be enthusiastic and eager to continue and build upon our existing program. The Director will interact warmly with young people and be able to engage them to find meaning in their Judaism. Importantly, the Director will work collaboratively with the Education Committee, Rabbi, the Board of Trustees and other Jewish educators in the Lehigh Valley.

Position begins in June 2022

Applications and letters of interest accepted immediately.
Hours: This position is part-time, typically about 20-25 hours per week.

Salary: commensurate with experience (range is $42-$50)

Contact:

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