



Religious School Director -- Job Description

Temple Ohev Sholom is the center for Reform Judaism in the greater Harrisburg, Pennsylvania area. We are an active congregation with members from every demographic group. We are united by our commitment to Reform Jewish values, religious education, caring for our fellow congregants, and fulfilling our role in the Harrisburg community.

- Temple Ohev Sholom is seeking a part-time Religious School Director, a pivotal role that will continue operating the school in accordance with the goals of Reform Jewish education described in the Temple Ohev Sholom Religious School Handbook.
- The Temple Ohev Sholom Religious School Director will foster a close working relationship with the Rabbi, Board of Trustees, Executive Director, and chair of the Temple Ohev Sholom Religious School Committee, ensuring a collaborative and supportive environment.
- The Director will coordinate the curriculum, teachers, and resources needed to operate the Temple Ohev Sholom Religious School. Although this is a part-time position, it is a highly visible role in a critical program for the temple. Successful candidates will be invested in the long-term success of the Temple Ohev Sholom Religious School. They will actively lead the teachers and support families and students enrolled in the school.

Detailed Responsibilities:

- Hire and manage new and returning religious school faculty
- Oversee the activities of the school
- Develop the annual religious school calendar
- Align religious school curricula to meet the needs of the congregation and faculty
- Update the religious school handbook annually
- Work with the religious school committee of the Temple Board of Trustees to establish a budget for needed resources
- Manage resources needed by the teachers to carry out the curriculum
- Support and coordinate the Hebrew Education Program, including Be-Mitzvah preparation
- Plan and coordinate all student-led Shabbat services and family education programs

- Coordinate Education Shabbat and gifts of appreciation to teachers
- Coordinate and oversee drop off and pick up of the children
- Schedule and coordinate parent-teacher conferences
- Meet with parents to discuss concerns about childrens progress
- Schedule and hold staff meetings
- Perform end-of-the-year teacher reviews
- Be a liaison between IT and facilities board of trustee committees, as needed
- Support community-wide children’s programming
- Serve as a liaison between the Religious School, the broader temple and Jewish community leadership to foster lifelong learning
- Promote Temple Ohev Sholom's Religious School to the community and its stakeholders

Qualifications:

- Understanding of Reform Judaism and other branches of Judaism
 - Strong Jewish background
 - Familiar with Hebrew liturgy
 - Proficiency in computer skills including communication by email and innovative learning technologies
 - Highly organized with attention to detail
 - Strong written and verbal communication skills
 - Strong interpersonal skills
 - Willingness to engage the local Jewish community
 - Ability to create relationships with parents, teachers, students, and community leaders
 - Experience in Jewish Education
- The part-time position requires the Director to be present at Ohev Sholom on Sunday mornings during the school year and periodic Friday evenings. Still, it has a flexible schedule for other duties. The position is approximately 10 hours per week. Additional paid hours may be available if the Director provides tutoring support for Be-Mitzvot students.
 - Salary range: Up to \$25,000 annually, 10-15 hours per week, mid-August to mid-May with limited hours, as needed, over the summer.
 - Please submit your resume and a statement of interest by email to office@ohavsholom.org by August 12, 2024.