



Educational Programs Coordinator

Job Description

The Educational Programs Coordinator has full responsibility for the successful organization, development, and operation of the educational programming for children and their parents at Shir Shalom. The Coordinator assists four to five teachers in creating and implementing the curriculum for the Hebrew school (K-8 grades), running from September through May on Sundays. The coordinator helps organize programming for Shir Chadash families (0-5 years), the B’Nai Mitzvah program and several teen specific activities (8-12 grades) throughout the year. This is a part time position of approximately 20 hours per week with in person attendance 3-4 hours a week (most Sundays Sep-May for Hebrew School).

Salary range: \$32,000 to \$40,000

Reporting and Collaboration:

The Coordinator reports to the Vice President for Education and works closely with the Education Committee, Teachers, and the Rabbi.

Duties and Responsibilities:

- **Communication:** The coordinator is the main point of contact for congregants seeking information about educational programs. Proactively shares information with participants and the community at large with regard to programs, schedule, and needs. Coordinates publicity and develops brief articles for publication in the synagogue’s communications. Communicates with families to develop programming, arranges for volunteers, and plans trips and events.
- **Personnel:** Conducts regular staff meetings with Hebrew School teachers to organize activities, curriculum, and plans for Hebrew School. Plans and implements training, and in-service programs for both teaching staff and madrichim. Arranges for substitute staff as needed.
- **Enrollment:** Coordinates the enrollment of students annually for all programming. Meets with parents of prospective children, identifies, and accommodates special needs, and familiarizes parents with the school and its programs.
- **Holidays and Special Events:** Plans educational activities for children and their families on special events, festivals and holidays, such as Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukkah, Tu Bishvat, Purim, Passover and Shavuot.

- **Administrative Responsibilities:** In collaboration with the Rabbi, establishes the annual school calendar. Maintains school records of student attendance, manages supplies, and books. Prepares a report on the state of the school for the Board. The Coordinator also attends meetings with the Rabbi when requested.
- **Board and Committee Responsibilities:** Serves as Chair of the Education Committee and will attend board meetings when requested.
- **Fiscal Responsibilities:** In conjunction with the Vice President for Education, prepares the annual educational budget for review by the synagogue's Budget & Finance Committee and shall be responsible for operating within the parameters of that budget. Responsible for securing the required completed payroll forms from all paid personnel, maintaining time records and preparing monthly payroll submission for teachers and madrichim to the synagogue's treasurer.

Description of current educational programs:

Hebrew School: Grades K-7. Hosted on most Sundays from September thru May, 10 am to 12 pm. In-person attendance is required (9 am - 1 pm).

Shir Chadash (Tot Shabbat): This infant & toddler playgroup (ages 0-5 years) meets before Hebrew School once a month and a few Shabbats. This informal group is a place for new parents to connect and socialize in a Jewish environment. The Rabbi, Education Coordinator, or a Parent Volunteer serve as facilitators. 1-2 activities a month for ages 0-5 years and their parents.

B'Nai Mitzvah: Program designed to support children, adults and families as they prepare for a Bat/Bar Mitzvah. Learning day once a month plus mentoring.

Teen programming: 2-4 activities a year geared towards the teens