

RELIGIOUS SCHOOL PRINCIPAL AT CONGREGATION ACHDUTH VESHOLOM

The Religious School Principal of Congregation Achduth Vesholom (CAV) is responsible, in collaboration with the Rabbi and the Chair of the Religious School Committee, for the management and supervision of the Religious School and Hebrew Studies Programs from Pre-K through High School. This part-time position includes the supervision of all Religious School personnel and tutors.

RESPONSIBILITIES & DUTIES:

- **CURRICULUM**
 - Develop and implement grade level appropriate curriculum
 - Review curriculum regularly to evaluate effectiveness
 - Integrate special themes into weekly lessons
 - Establishes sequences both within and between grade levels and assures coherent and articulated progression from grade to grade

- **TEACHER RECRUITMENT/SUPERVISION**
 - Responsible for hiring and training of teachers, aides, and substitutes
 - Hold regularly scheduled teacher meetings and staff development sessions
 - Observe classes as needed and provide feedback to teachers

- **BUDGET/FISCAL RESPONSIBILITIES**
 - Work with Temple Board Treasurer and Religious School Committee to draft yearly budget
 - Prepare monthly payroll for Temple Bookkeeper
 - Maintain student and staff attendance records
 - Collect and track weekly Tzedekah. Determine with staff distribution of total funds at end of year.
 - Maintain expense register, approve spending expenditures and ensure fiscal responsibility

- **ANCILLARY DUTIES**
 - Manage registration and enrollment process
 - Communicate with parents and staff as needed
 - Attend continuing educational programs as determined by the Religious School Committee
 - Attend all Religious School Events
 - Implement weather emergency procedures
 - Maintain accurate records of supplies
 - Order textbooks office supplies as warranted
 - Coordinate all Religious School Programs

POSITION QUALIFICATIONS:

- Bachelor's Degree in Education or equivalent work experience
- Minimum 5 years experience working with students in a Jewish Religious School environment
- Budget experience
- Administrative experience
- Knowledge of Jewish History, Jewish Religious Practices, sacred scriptures and Israel
- Must be an active member of a Jewish place of worship