

CONGREGATION SHIR SHALOM

Job Description: Religious School Principal

(Revised by the Education Selection sub-committee 4.25.10)

The Religious School Principal shall implement the policies and directives of Shir Shalom's Board of Directors in conjunction with the Education Committee and the Rabbi. The Principal shall have full responsibility for the successful organization, development, and operation of the Religious School. The Principal will participate in Temple and community activities to foster the growth of the Religious School and make it an integral part of congregational life.

At present the school enrollment is approximately 50 children. School is held for 28 to 30 sessions each year, scheduled in conjunction with the students' academic school year. Classes meet for 2 ½ hours on Sunday mornings.

The Principal position averages approximately 10 hours per week including summers. The duties of the Principal shall be reviewed at least annually, and the Principal evaluated annually based on the job description.

Personal Characteristics:

The Principal should be creative, energetic, innovative, and committed to Jewish life and Jewish education. He/she should demonstrate an excitement for learning, for new ideas and programs and have the personality and resources to turn those ideas into special curricula and programs for the School. He/she should have strong interpersonal skills in order to foster a collegial relationship between the Religious School and other constituencies within the Synagogue.

Responsibilities

Curriculum

Participates in the design and development of a proper curriculum, together with the selection of suitable educational materials and text.

Develops and maintains an appropriate curriculum for each class and evaluates the curriculum annually

Develops relationships with teachers through one-on-one and bimonthly staff meetings.

Personnel

Recruits applicants to fill staff vacancies

Selects, supervises, and evaluates staff members

Arranges for substitute help as needed

Conducts regular staff meetings

Plans and implements training

Meets with individual staff members to evaluate student progress and to solve problems.

Enrollment

Coordinates with the Volunteer Enrollment Chairperson.

Fiscal Responsibilities: Operates within the Annual School Budget.

Publicity

Coordinates publicity with Volunteer Chairperson and writes articles for the Newsletter.

Additional Responsibilities

Establishes Annual School calendar and supervises classroom schedules.

Maintains School records: attendance, student progress, and follow-up on absentees and drop-outs; manages supplies and books.

Serves as ex officio member of the Education Committee

Prepares reports on the state of the School to the Board, the Executive Committee, and monthly to the Education Committee, and annually to the members.

Experience:

The amount of experience is not as important as the sense that the individual selected will understand and further the goals of the School.

Suggested Salary: \$15,000 a year.
