

Interim Religious School Director (1-Year Position)

July 1, 2026 - June 30th, 2027

RS Director Responsibilities 2026-2027

Position Overview

The Interim Religious School Director will provide steady leadership and coordination for the congregation's religious school during a transitional year. The program meets Sunday mornings and Tuesday afternoons, and includes classroom learning, music, and Shabbat integration. This role also ideally includes the preparation and execution of special High Holiday Programming (Rosh Hashana, Yom Kippur, Sukkot and Simchat Torah)

This role focuses on ensuring smooth operations, supporting faculty, and maintaining a warm, engaging experience for students and families while the congregation evaluates its long-term educational model.

Program Structure

- **Sunday mornings** (core instructional program, all grades K-7th)
- **Tuesday afternoons** (upper grades: 3-7)
- **Previous Director's ongoing role:**
 - Teaching 6th grade on Tuesdays
 - Leading music on Sundays
 - Participating in select Shabbat programming
 - Leading Tefilah on Sundays and Tuesdays

Key Responsibilities

1. Program Leadership & Weekly Operations

- Oversee all aspects of the Sunday and Tuesday programs
- Ensure classrooms are staffed, prepared, and running smoothly
- Manage scheduling, substitutions, and logistics
- Be physically present on Sundays and Tuesdays

2. Faculty Supervision & Support

- Supervise and support part-time teachers
- Run periodic staff meetings
- Provide guidance on classroom management and curriculum
- Coordinate closely with our musical/tefillah teacher

3. Family Communication & Engagement

- Serve as primary contact for parents
- Send clear, consistent communications (weekly or as needed)
- Address questions and concerns promptly
- Help foster a strong sense of community
- Responsible for outreach to ensure a growing Religious School

4. Collaboration with Rabbi & Cantor

- Coordinate student participation in Shabbat and holiday services
- Meet weekly with the Rabbi for supervision

5. Student Experience & Retention

- Maintain a positive, engaging, and welcoming environment
- Monitor attendance and engagement, especially in older grades
- Support initiatives that strengthen connection and retention

6. Administrative Coordination

- Attend weekly staff meetings
- Oversee attendance tracking and basic records
- Coordinate supplies and classroom needs
- Work with synagogue office staff as needed

Position Details

- **Term:** One-year interim position
- **Schedule:**
 - Sundays (required, weekly - including opening the building)
 - Tuesdays (required, weekly)
 - Additional flexible hours for planning, communication, and meetings
- **Estimated Time Commitment:** 25 hours/week (adjustable based on structure)
- **Reports to:** Rabbi and/or Executive Director

Desired Qualifications

- Experience in Jewish education or similar educational leadership
- Administrative experience
- Strong organizational and communication skills

- Ability to lead part-time staff effectively
- Collaborative approach with clergy and lay leadership
- Calm, steady presence during a transition year
- Skilled Jewish educator to bring outstanding Torah understanding to our students

Compensation

\$45,000 per 12-month calendar year beginning in July