

## **Congregation Bet Haverim (CBH) Director of Education Job Opening**

Congregation Bet Haverim in Davis, CA is currently recruiting for a Director of Education.

**ABOUT OUR COMMUNITY:** Congregation Bet Haverim (CBH) is located in Davis CA, home of University of California, Davis, which is a dynamic university city located midway between San Francisco and Lake Tahoe and 20 minutes from Sacramento. CBH is a thriving Reform (URJ member) congregation of approximately 275 households with a healthy Preschool-7 Religious School, a teen program for grades 8-12, and a vibrant young families program. We are A House of Friends: A Community Open to All - a generous and welcoming Jewish community inclusive of and responsive to the varied needs that may accompany Jews from a diversity of ethnic backgrounds, interfaith families, Jewish-adjacent family members and friends, LGBTQ+ Jews, Jews of Color, Jews with disabilities or other accommodation needs, and families of all configurations. We strive to create a welcoming community that promotes positive experiences of Judaism in an inclusive and vibrant learning environment. Through Jewish education, worship and community, we create opportunities for partners and youth to engage and explore their Jewish experience. To learn more about our community and programs, please visit [bethaverim.org](http://bethaverim.org).

**POSITION TITLE:** Director of Education

**HOURS:** Full-time, 40 hours/week. Hybrid work is a potential option. Must be physically present on campus during Wednesday afternoon and Sunday Hebrew School, Religious School, and Teen Programs, monthly staff meetings, as well as select Shabbat and Bet Mitzvah services and various holidays, simchas.

**GENERAL JOB DESCRIPTION:** The Director of Education is an integral part of our CBH community and creates a foundation for lifelong Jewish engagement for the young people of our congregation. The Director provides vision, leadership, implementation and oversight for formal and informal religious and cultural education for our youth and their families from birth through high school. We are looking for someone who is passionate about engaging the whole child, the whole family, and our whole community in rich and diverse Jewish educational experiences. The Director of Education reports to the Rabbi.

### **SPECIFIC RESPONSIBILITIES:**

- Curriculum – Maintain and further develop a creative and innovative, relevant and impactful Jewish education curriculum for young people in our congregation. Directly implement Preschool through Bet Mitzvah religious and Hebrew education programs. Provide oversight for Teen Programs, including Keshet (8-9 grade education), Madrichim (teaching assistants) and DRTY teen youth group. Plan, organize, and, when appropriate, lead family programs and youth holiday and Shabbat programs. Support youth and family engagement with programs ranging from very young children through teens, including Mazel Tots and Confirmation. In conjunction with the Rabbi and the Education and Youth Committee (EYC), ensure the implementation of community aligned educational goals.
- Staff Supervision – Recruit, hire, mentor and sustain an enthusiastic, knowledgeable, and committed education staff, including Teen Coordinator, Madrichim Coordinator, Keshet Teacher, Religious School and Hebrew School teachers, and Program Assistant. Provide ongoing communication and mentoring to all staff on a regular basis including support with curriculum development and mapping, lesson planning, student support, classroom management, and parent communication.

- Community Engagement – Develop and nurture relationships with students, families, staff, clergy, volunteers, congregants, and community partners. Attend monthly Education and Youth Committee meetings and work in conjunction with the Committee and Chair to create opportunities for parents, grandparents and community partners to be informed, involved, and engaged in Education & Youth Programs.
- Program Administration – Work as a member of the senior staff leadership team with Rabbi, Executive Director, Director of Gan Haverim (preschool) and administrative staff to implement education programming that meets the life-span needs of our diverse congregation. Coordinate enrollment process. Procure and maintain rich and engaging educational materials for teachers and students. Support logistical and preparation needs of Bet Mitzvah students and families. Collaborate with the Executive Director on administrative, budgetary, scheduling, and human resources matters in relation to Education and Youth Programs. Coordinate communications for all Education and Youth programs. Provide monthly reports to the Board of Directors and a yearly submission for the CBH Annual Report.
- Professional Development – Engage with local and national organizations and publications to further develop skills, generate new ideas, and keep apprised of trends, issues, and best practices in Jewish education. Transfer new insights and opportunities through mentoring and professional development of teachers, coordinators, and teaching assistants.

**OUR IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS:**

- A visionary educator with leadership and teaching experience
- A creative and innovative approach to curriculum and learning
- Strong background in and knowledge of multiple modalities of Jewish education (experiential, camp, classroom, Hebrew/Torah, arts, methods to engage learners of different ages, needs, and development)
- Passion for teaching and learning and enthusiasm for working with children and families
- Effective communication skills (verbal, written, interpersonal) to engage the diverse stakeholders involved in the Education Program (students – preschool through teens, parents, clergy, staff, volunteers, congregation partners)
- Flexible and collaborative leadership style
- Open to a diversity of Jewish observance and belief; welcoming toward all families and actively supportive of a range of Jewish exploration, learning, and connection
- Technology skills needed for program management and community and youth engagement
- Strong organizational skills to manage multiple people and programs and keep track of details and records

**COMPENSATION / BENEFITS:** Salary \$70,000-\$90,000. Benefits package included.

**APPLICATION PROCESS:**

- Interested applicants, please send PDFs of current resume, cover letter, and contact information for three professional references to [careers@bethaverim.org](mailto:careers@bethaverim.org).
- Initial screening of applicants begins immediately. For questions about the position, please contact Congregation Bet Haverim at [careers@bethaverim.org](mailto:careers@bethaverim.org).