

## **Part Time Director, Consolidated High School of Jewish Studies of Charlotte (Hebrew High)**

Our ideal candidate is passionate about Jewish education and transforming Jewish lives through formal, informal and forward thinking Jewish education. As Director of Consolidated High School of Jewish Studies you will lead the supplementary Jewish High School.

CHS rests on 5 core values:

- Chesed - Kindness
- Chochma - Wisdom/understanding
- Da'at - Jewish practice
- Kehillah - Community
- Clal Yisrael - Connection with Israel

At Hebrew High, we seek to create an environment where learners can:

- recharge as Jews
- feel safe to explore their identities
- engage as emerging adults with Jewish texts

Our program is an integral part of Jewish education for teens and receives incredible community support from the Charlotte Jewish Federation and the Charlotte Jewish community to create amazing programs for our students.

Our candidate will work closely with these agencies, clergy from the Conservative and Reform Synagogue partners, along with an Advisory Board made up of representatives from each temple and the community, to envision and bring to fruition an updated model of Hebrew High which engages Jewish youth within the Charlotte community.

### **The ideal candidate's accountabilities include:**

- Implement and supervise Hebrew High School curriculum for grades 8-12
- Set goals and standards for each class ensuring that Hebrew High classes are informative, timely and student focused
- Engage youth through outreach of non-affiliated Jewish teens in Charlotte as well as increased outreach with both Reform and Conservative Synagogue partners
- Provide faculty supervision, guidance, and support
- Maintain regular communication with parents
- Coordinate programming and space usage
- Recruit, hire, and dismiss faculty and other staff

- Implement faculty development and training
- Direct admissions process from recruitment through enrollment
- Prepare annual school calendar, schedule and assign classroom space, order books and supplies
- Prepare Federation allocation request and Impact Grant requests
- Maintain affiliations with national and professional organizations
- Keep current on developments in the field of Jewish education
- Work with Advisory Board and Executive Committee on annual budget
- Develop appropriate admissions and marketing materials
- Project CHS and its image in the local and citywide lay communities in monthly articles for Charlotte Jewish News as well as both Synagogues for respective newsletters.

**Preferred Education:**

- Bachelor's Degree required

**Required Work Experience:**

- Minimum of 5 years' experience in Jewish communal service
- Knowledge and understanding of Jewish practices, customs, and culture
- Experience working with teens in educational setting and developing curriculum
- Grant writing experience

**Job Specific Knowledge and Skills:**

- Excellent written and verbal communication skills
- Engaging interpersonal skills with the ability to build relationships with a wide variety of young adults and families
- Strong attention to detail and accuracy
- Superior organizational skills with experience maintaining files and data
- Knowledge and experience connecting with teens and parents through social media platforms
- Must have ability to work in a fast paced environment, multi task and work independently
- Possess a positive attitude and be a proven team player
- Ability to manage confidential information

**Any resumes should be sent to [hebrewhighcharlotte@gmail.com](mailto:hebrewhighcharlotte@gmail.com)**