



POSITION OPEN
PART TIME DIRECTOR
CONSOLIDATED HIGH SCHOOL OF JEWISH STUDIES OF CHARLOTTE

*Conveniently located on Shalom Park, the **Consolidated High School of Jewish Studies of Charlotte** (Hebrew High) is a supplementary Jewish High School serving the teens of Temple Israel, Temple Beth El, as well as non-affiliated Reform and Conservative Jewish teens in the Charlotte community. Shalom Park is a unique setting that brings together the Charlotte Jewish community's resources on 54 rolling, wooded acres on Providence Road in Charlotte.*

Purpose of the Part Time Director:

Oversee, lead, and advance the values and mission of Hebrew High in collaboration with all community stakeholders.

Ideal Candidate:

Our ideal candidate is passionate about Jewish education and transforming Jewish lives through formal, informal and forward thinking Jewish education. Hebrew High rests on 5 core values:

1. Chesed - Kindness
2. Chochma - Wisdom/understanding
3. Da'at - Jewish practice
4. Kehillah - Community
5. 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 support from the Jewish Federation of Greater Charlotte and the Charlotte Jewish community to create amazing programs and Jewish experiences for our students. Our Director will work closely with clergy from our Conservative and Reform Synagogue partners, with an Advisory Board made up of representatives from each temple and the greater community, to envision and bring to fruition an updated model of Hebrew High which engages Jewish youth within the Charlotte community.

Primary Responsibilities:

The Hebrew High Director oversees all aspects of the school. His/Her accountabilities include:

1. Implement and supervise Hebrew High School curriculum for grades 8-12
2. Set goals and standards for each class ensuring that Hebrew High classes are informative, timely and student focused
3. Engage youth through outreach of non-affiliated Jewish teens in Charlotte as well as increased outreach with both Reform and Conservative Synagogue partners
4. Provide faculty supervision, guidance, and support
5. Maintain regular communication with parents
6. Coordinate programming and space usage
7. Recruit, hire, and dismiss faculty and other staff
8. Implement faculty development and training
9. Direct admissions process from recruitment through enrollment
10. Prepare annual school calendar, schedule and assign classroom space, order books and supplies
11. Prepare Federation allocation request and Impact Fund grant requests
12. Maintain affiliations with national and professional organizations
13. Keep current on developments in the field of Jewish education
14. Work with Advisory Board and Executive Committee on annual budget
15. Develop appropriate admissions and marketing materials
16. Promote Hebrew High and its image in the local and citywide lay communities in monthly articles for Charlotte Jewish News as well as synagogues newsletters

Qualifications:

Education and Work Experience

- Bachelor's Degree required
- 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 stakeholders (teens, young adults, families, and funders)
- 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

Reporting Relationships:

The Hebrew High Director reports to the President of the Hebrew High Advisory Board and works collaboratively with clergy and other Jewish community leaders. Teachers and administrative staff report directly to the Hebrew High Director.

Schedule:

This is a professional part-time position with a schedule that varies based on class times, office hours, meetings, and the overall needs of the school. This position requires evening and weekend commitments and includes some Jewish holidays.

Application:

There is no deadline for applications; however, the review process will begin August 28, 2017 and the position posting will remain open until the position is filled. Ideal start date is on or before January 2, 2018. Interested candidates should electronically submit a letter of interest and a resume to the *Hebrew High Search Committee* [with the words "*Hebrew High Application*" in the Subject Line] to: Dr. Laura Bernstein, Executive Director-Temple Beth El at lbernstein@templebethel.org.

All questions or inquiries about this position should be addressed to Dr. Bernstein via email (no calls please).

