

Congregation Beth-El Zedeck
HEBREW EDUCATION COORDINATOR
Job Description

Beginning in the fall of 2018, Congregation Beth-El Zedeck will provide Hebrew education for our youth, from elementary through the post Bar/Bat Mitzvah years. The Hebrew Education Coordinator will be responsible for the development as well as the day-to-day operations of the Hebrew Education program, working in consultation with the Rabbis, Cantor, and Education Director. As this is a newly-created position, the responsibilities listed below are flexible and not exhaustive.

The Hebrew Education program will seek to impart love and knowledge of the Hebrew language beginning with Kindergarten through High School of our regular Sunday Religious School. Bar/Bat Mitzvah students will meet additionally on Sunday and one afternoon a week. Hebrew learning will be incorporated into the educational experience of all students.

The Hebrew Education Coordinator is a part-time position at approximately 20 hours/week. The educator will work on Sundays when Religious School is in session, at least one afternoon during the week (to be determined), and other hours throughout the week.

Requirements of the Position

- Excellent Jewish role model who exhibits a commitment to Jewish practice and learning
- Flexible, professional, and outgoing with a passion for educating synagogue youth
- Mastery of Hebrew language and liturgical traditions
- Strong communication skills, both written and verbal, with the ability to communicate clearly and professionally to adults and children of all ages
- Impeccable organizational skills, attention to detail, and ability to prioritize

Responsibilities and Duties

Work with Rabbis, Cantor, and Education Director to create, evaluate, and revise Hebrew curricula for Kindergarten-10th grade.

Maintain excellent communication with Rabbis, Cantor, and Education Director regarding progress and Bar/Bat Mitzvah preparation of all students.

Hire, train, monitor, and evaluate teachers for the Hebrew Education Program. Conduct faculty meetings as well as ongoing professional growth opportunities.

Regularly provides information to students, parents, teachers, and synagogue staff, documenting these exchanges as appropriate and sharing information with other staff as necessary.

Develop Hebraic centered informal youth and family education programs through the year.

Create content for *Besamim*, synagogue website, and other material as required. Maintain communication with families through personal contact and larger email "blasts."

Oversee all pedagogical and implementational aspects of the program, including but not limited to: budget, transportation, food, supplies, textbooks, and supporting educational material.

To apply, please send cover letter, resume, and references to Bonnie Craig, Human Resources, Congregation Beth-El Zedeck, 600 W. 70th St., Indianapolis, IN 46260 or bcraig@bez613.org.