

## DIRECTOR OF JEWISH LEARNING EXPERIENCES JOB DESCRIPTION

3/27/26 edition

Tikkun V'Or is a warm, vibrant, intellectually stimulating, inspiring Jewish congregation. We offer a wide range of engaging opportunities to build a foundation for life-long Jewish learning and connection through ritual practice, music and prayer, ethics and values, life-cycle celebrations, and social action. Together, we co-create experiences filled with joy, meaning, and impact, with the aim of bringing more healing (*tikkun*) and light (*or*) into our community and the world.

We are a diverse, intergenerational community that includes interfaith couples and families, people of color and LGBTQ members. Our members come from varied backgrounds and affiliations and we prioritize creating an environment where all our members – including those who are newly discovering Jewish connections as well as those with a depth of Jewish experience and knowledge can feel a sense of belonging. Learn more at: <https://www.tikkunvor.org/>.

TvO currently seeks to fill two positions that were held by one person for many years:

- Director of Education for our children's school – Jewish Learning Experiences (JLE)
- Administrative Coordinator for the congregation

While we are advertising these as two positions, one person would be welcome to apply for both roles.

### ABOUT JEWISH LEARNING EXPERIENCES

The mission of TvO's Jewish Learning Experiences program is to lay a foundation for life-long Jewish connection by providing a welcoming community and a wide range of engaging experiences that build familiarity with Jewish holidays and life cycle events, ritual practice, Torah study, history, Jewish spirituality, and social action.

Our teachers each bring their own considerable gifts and unique styles. Rooted in our core values of community, justice and spirit, we have a shared approach that emphasizes teaching the many facets of Jewish culture through experiential learning and making content interesting and fun whenever possible.

### DIRECTOR OF JEWISH LEARNING EXPERIENCES (DJLE)

#### POSITION OVERVIEW:

The Director of Jewish Learning Experiences leads TvO's education programs. They engage, educate and inspire our young people, serving as an approachable, supportive role model for Jewish identity and learning. They have overall responsibility for the JLE program, its staff and budget and work with others to set the tone and culture of the program. They lead outreach efforts to families and cultivate and maintain positive relationships with students and families.

The Director collaborates with the Jewish Education (JE) Committee and the Board, to ensure that JLE's curriculum is consistent with the Vision Statement, philosophy, and long-term goals for the program articulated by the JE Committee.

The DJLE is a part-time position averaging 12 hours per week, with higher hours during 30 school weeks and lower hours during 20 break weeks. The salary range is \$20,000-\$25,000 depending on qualifications and experience. They report to a Board Co-President. The DJLE works from the synagogue and from home, and must have a smart phone, computer with internet access, ability to download appropriate software, a printer, and a reliable vehicle. A flexible schedule is important as it allows the DJLE to respond to appropriate matters when needed.

## **AREAS OF PRIMARY RESPONSIBILITY INCLUDE:**

### **Outreach and Parental Engagement**

- Nurture relationships with current and prospective families, generating enthusiasm for enrollment in JLE
- Establish and maintain positive relationships with families, orienting new families and ensuring that parents receive regular updates and feedback on students.
- Create and implement strategies for parental engagement and family participation
- Work with the B'nai Mitzvah coordinator to schedule and prepare families for their child's b'nai mitzvah
- Participate in child-oriented Jewish programming in Ithaca (like PJ Library), as appropriate

### **Student Support**

- Orient new students at the start of each year
- Assist teachers in supporting students with learning disabilities or special needs
- Ensure student safety

### **Teacher Support**

- Recruit, contract with, support and evaluate staff, ensuring high quality, committed teachers for all levels
- Train and orient teachers and madrichol, as needed, and coordinate opportunities for professional development
- Work with the Jewish Education Committee and teachers to develop and implement curriculum
- Assist teachers in finding content that makes JLE sessions engaging and effective
- Help teachers coordinate use of space

*Note: the B'Mitzvah Coordinator reports directly to a different supervisor, but works cooperatively with the DJLE and other JLE teachers.*

### **Program Leadership**

- Plan, facilitate and/or lead tefillah
- Plan and coordinate participation by special guests and joint programs with Temple Beth El
- Plan and work with others to implement youth programs for High Holidays, Simchat Torah, Sukkot and Channukah
- Coordinate and/or lead programs for families with young children and post-B'Mitzvah teens

### **Planning & Administrative Tasks**

- Create JLE schedule
- Maintain and update JLE, B'Mitzvah and teacher handbooks.
- Prepare and monitor JLE budget, updating the Finance Committee and Board as needed
- Organize JLE registration and class lists, and send newsletter/handbook
- Order and maintain JLE books, supplies, snacks, certificates and gifts, as needed
- Attend meetings of the Jewish Education Committee
- Write reports for the JLE news, the TvO quarterly news, and the Board
- Attend Board meetings, as needed

**To succeed, TvO's DJLE needs a strong commitment to fostering and growing our learning community and strengthening our innovative Jewish Learning Experiences Program, serving the TvO community through educational programs, as well as the following Knowledge, Skills and Abilities**

- Strong communication and organizational skills
- Ability to be open and welcoming
- The ability to relate to and support children, teens and parents
- The ability to get along well with and work effectively with teachers, TvO staff and board members
- Able to use our Wild Apricot online registration system
- Able to lift and arrange folding tables and chairs
- A background and/or experience in education, Judaism and Jewish culture
- The ability to handle confidential information
- Jewish education leadership experience preferred

**To apply, please send a resumé and a letter expressing your interest to:**

**[Presidents\\_24@tikkunvor.org](mailto:Presidents_24@tikkunvor.org)**

**We will begin reviewing applications on April 15. This position will remain open until filled. The successful candidate will start in June.**