UPPER SCHOOL DIRECTOR OF JEWISH LIFE
(Code DL200)

CHARLES E. SMITH JEWISH DAY SCHOOL
ROCKVILLE, MARYLAND

The Charles E. Smith Jewish Day School in Rockville, MD is seeking candidates for the position of Upper School Director of Jewish Life.

The Upper School Director of Jewish Life is a member of the Upper School Administrative team. The Director reports directly to and is supervised and evaluated by the High School/Middle School Principals. The Director collaborates and partners with other administrators and leaders in the school in planning programming and events. As an educational leader at CESJDS, the Director is expected to role model, promote professional practices, and embody the values and mission of the School within the context of a pluralistic Jewish community.

The primary duties and responsibilities include:

- Plan, develop and implement stimulating, creative and exciting Jewish experiential program throughout the School that celebrates Jewish holidays, events, ideas, people and values.

- Lead by example and be an inspirational Jewish presence to students, staff and administration within a pluralistic Jewish day school.

- Program, manage, coordinate, and attend all extra-curricular Jewish-related student activities, including Shabbatonim, and Jewish holiday programs/commemorations (these in conjunction with the JTTP Department).

- Oversee all logistics for Jewish-life related trips (travel agenda/program, transportation, lodging, meals, parent authorization, and appropriate chaperone coverage) and accompany trips, or ensure that appropriate substitute.

- Supervise and collaborate with the Israel Engagement Coordinators for the Middle and High Schools on Israel Engagement programming.

- Coordinate, develop, and oversee the Minyan program, including identifying and training leaders, enhancing vibrancy and engagement, and implementing creative programs and alternative minyanim.
• Work with the Dean of Students and Principals to coordinate Clubs and other co-curricular student activities that are related to Jewish life and learning.

• Coordinate and lead weekly US Kabbalat Shabbat (KabShabb) program.

• Serve as a resource to other faculty members in implementing experiential education approaches in their classes.

• Serve on the US administrative team.

• Represent the School as needed on parent and Board committees and/or at community events.

• Serve as the Upper School liaison to the Lower School on Jewish Life issues and K-12 Jewish Life events.

• Write articles for the school newsletter and other school publications as needed.

• Teach up to two courses per semester in the Judaic Studies (Jewish text or Jewish History) program.

• Other duties as assigned by the Principals or the Head of School.

Qualifications
• Master’s Degree or higher in a Jewish related discipline.
• Minimum two years’ experience in formal and/or informal Jewish education.
• Exemplary oral and written communications skills.
• Experience in informal Jewish education programming.
• Excellent organizational skills including strong facility with technology.
• Strong facility with Hebrew.
• Collaborative and team oriented spirit.
• Commitment to working in a pluralistic Jewish environment.
• Day school classroom experience desired but not required.

Qualified candidates should submit letter of interest, resume and references to www.cesjds.org/careers Job Code DL200.

The Charles E. Smith Jewish Day School is an equal opportunity employer. We evaluate all applicants without unlawful consideration of race, color, age, religion, gender, marital status, disability, veteran status or any other characteristic protected by applicable law.