

Limmud Principal Job Description

We are seeking a dynamic, creative, experienced, and organized individual, passionate about living Judaism and LGBTQ values, to plan and implement ways of expanding and enriching our community of students and their grownups through formal classroom instruction, informal education opportunities, and family education experiences.

Families with children at CBST come together on Shabbat, High Holy Days/holidays, service learning days and retreats/field trips. Our core program, Limmud B'Shabbat (Learning on Shabbat) encompasses Alef-Bet Shabbat (0-5 year-olds), K-7th grade classes, and Teen Track (8-12th grade). Our curriculum includes T'filah services for Children, Hebrew Instruction, Jewish Texts, Jewish Core Values, Art, Drama, Music, Jewish Culture, Jewish History and LGBTQ Values. Limmud meets twice monthly in classroom settings (18 sessions), plus family retreats/field trips and service learning projects, in and outside of our shul.

The **Limmud Principal** will work to inspire children and families to embrace Jewish learning and LGBTQ values as part of their everyday lives. They will work in concert with clergy, their school administrative assistant, and lay leaders to coordinate all activities for Alef-Bet Shabbat, Limmud b'Shabbat, Teen Track, and educational programs for 7-10 holidays. This includes overseeing programming, communications (internal and public), student recruitment, and Limmud faculty. The Limmud Principal is required to be present regularly at the office two days during the week: on Saturday mornings twice monthly 9:00am-2:00pm (5 hrs); as well as on immersive retreat days, staff development sessions and for select holiday observances. Remaining hours could be worked remotely. In a supportive environment that includes clergy and lay leaders, the Limmud Principal will create the infrastructure and team with which to build up a successful Limmud program.

Employment Status:

30 hours a week with benefits. Salary band \$50-55k with room to grow to full-time employment (40 hrs./week).

Essential Functions:

- Develop innovative and imaginative Limmud curricula (as well as holiday observances) for a growing school
- Hire and supervise PT school administrative assistant largely responsible for the day-to-day operations, such as to maintain registration process, rosters, and student attendance.
- Supervise Alef-Bet Shabbat songleader and manage Alef-Bet Shabbat program for children 0-5 and their grownups for bi-monthly Shabbat sessions.
- Supervise Limmud teachers and manage Limmud program (K-7) including curriculum/lesson plan creation and implementation, annual reviews and evaluations, and communication with families.
- Plan and be present for Limmud staff development sessions/ dinners (up to 4 per year).
- Oversee communications with faculty and families, approve expenditures, and envision program budgeting
- Partner with Assistant Rabbi to create and maintain calendar of events/programs for CBST children and their grownups, and build informal education opportunities for students and their families (retreat days, camps, field trips, service projects)

- Partner with Assistant Rabbi as part of taskforce to create an actionable strategic plan for CBST Families with Children
- Record and refer Limmud students and their grownups' personal concerns and needs to Assistant Rabbi
- Incorporate the careful consideration of inclusion for students with special needs
- Network with professional colleagues from other synagogues, camps and Jewish and LGBTQ organizations to share best practices and resources

Qualifications/Proficiency in:

Jewish traditions, calendar, text, and culture

LGBTQ cultural competency with regards to gender, sexual orientation, and history

Hebrew literacy

Leading an education program

Managing/supervising a team

Self-starting, energized by challenges and willingness to learn

Strong tech skill set: CBST uses Salesforce, Constant Contact, Microsoft Suite, & Zoom

Physical Requirements:

Must be able to engage in light lifting of boxes, reach high and low shelves, and occasionally move chairs. Must be able to travel distances-and lead field trips.

CBST is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested applicants should email cover letter and resume to children@cbst.org