

Teen Beit Midrash Program Director

The Teen Beit Midrash is a Jewish learning space for post-b'nai mitzvah teens (12-18 years). Embracing of young people of different learning styles, religious backgrounds, genders, and other identities, this program provides access to the library of rabbinic literature and aims to help the students see themselves in the chain of Jewish tradition. Through shared dinner conversation, havruta learning pedagogy and skill building towards accessing the original texts, students and teachers become a community of learners grounded in a love of Torah.

The program runs September-May. For these months hours will average 20/week. The remaining three months hours are flexible and varied, focused on recruitment.

Salary: \$25,000

Applications preferred by Feb. 1st, 2019, hiring committee will start reading applications by Jan. 28th. Resumes and cover letters should be submitted to teenbmboard@gmail.com.

Job Responsibilities

1. **Vision:** The program director will take responsibility for holding, honing, and carrying out the vision for the program.

2. **Energy/Environment:**
 - a. Take the lead in creating the learning environment. This includes building the positive, supportive energy in the classroom, facilitating community connection, and sharing the love of Torah learning.
 - b. Be a role model of what engaged Jewish living looks like.

3. **Supervise the Rabbinic Intern and/or College Intern**
 - a. Determine with teaching interns the level of teaching they want to take on for the coming year
 - b. Create positive structures to support teacher growth
 - c. Follow through on mentoring co-teachers

4. **Program Content**
 - a. Take the lead on curriculum development and lesson planning. This includes planning scope and sequence, determining the thematic and skill building goals, adapting or creating the teaching materials to meet the variety of students in the classroom.
 - b. Student Learning Support: Taking notes on staff conversations about specific students. Highlights in their learning. Progress. Challenges. Take responsibility for noticing student progress in all aspects of the class and initiating conversations with co-teacher, students and parents.
 - c. Tracking group achievement of benchmarks.

- d. Organize supplies and logistics for all activities
 - i. Helping parent dinner coordinator set up system for bringing food to class
 - ii. Communicate with parents weekly about food that is needed and delivery options
- e. Plan and carry out fall and spring shabbatonim (with logistical support from parents)

5. Working with Students' Families

- a. Initiate individual communication with parents to get to know their interests, concerns and needs, integrating the take-aways of these conversations into program planning conversations
- b. Decide if there are parent relationships best delegated to other staff. Check in with them about how the relationship is going
- c. Communicate with current families towards the end of the school year to ascertain their commitment for the following year
- d. Mobilize parents in recruitment and fundraising efforts.
- e. Support parents in the logistical planning of the spring shabbaton

6. Administrative:

- a. Manage the teenbeitmidrash@gmail.com e-mail account, checking the address regularly and responding to e-mails in a timely fashion
- b. Manage the teenbeitmidrash.com website. Determine with the board whether or not a web designer would be a worthwhile investment.
- c. Maintain student information records (contact information, attendance, payments, progress notes)
- d. Communicate program logistics with families through a brief weekly e-mail
- e. Maintain and update TBM calendar (both google doc and google calendar)
- f. Communicate with Harvard Hillel re: space setup and availability. Work with staff for alternative space locations when needed.
- g. Work with the fiscal sponsor to ensure that payroll, reimbursement, tuition processing, and donations work smoothly.
 - i. Oversee registration process and tuition collection
 - ii. Facilitate reimbursement process with fiscal sponsor (collect receipts, submit for reimbursement)
 - iii. ensure that books are balanced
 - iv. ensure that checks to outside contractors or space rentals are cut in a timely fashion

7. Outreach and Recruitment:

- a. Ongoing communication with local organizations (day schools, synagogues, community programs, summer camps?, Jewish heritage clubs)
 - i. this includes outreach phone calls and in person meetings or presentations

- ii. Set up and carry out presentations about the program at these organizations (including presentations to JCDS and Shechter 8th grades)
- b. Ongoing communication with interested families
- c. Supporting and tracking parent outreach
- d. Bottom-line achieving our enrollment target (currently a minimum of 16 students)
- e. Develop a communication plan including but not limited to writing newsletters and updating the teenbeitmidrash.com website.

8. Working with the Board and with our Partners

- a. Staff point person for the Board
 - i. Draft budget to be commented on and approved by Board
 - ii. Work closely with Board on all questions about program changes or expansion
 - iii. Recruit board members and help the board develop a pipeline
 - iv. Schedule and attend three meetings a year with Board
 - v. Responsible for overall relationship with fiscal sponsor (eg. revising MOU as needed, determining of fiscal sponsorship fee, reporting to fiscal sponsor board etc.)
- b. Responsible for overall relationship with Harvard Hillel

Collaboration:

- Meeting with the board member (TBD) for meetings in the summer, winter, and spring to think big picture about the program and to set goals and work flow for the next period of time
- Work with rabbinic intern on mutually agreed upon schedule for supervision and mentoring
- Stay after class for 10 minutes to debrief each class with co-teachers and touch base about specific students
- Ongoing collaborative thinking with co-teachers about program vision and work flow

Qualifications

Talmud:

Proficiency in rabbinic literature
Experience teaching Talmud

Education:

Experience in both formal and informal education settings
Experience working with teenagers
Curriculum development (scope and sequence)
Experience with differentiated instruction

Program leadership and administration:

Internal operations (parent communication, budgeting)

Owning vision

Experience mentoring / supervising

Other relevant experience:

Program recruitment

Marketing

Fundraising / Development

Website design