

Position: Hebrew School Director
Office Location: 5987 Bathurst St, Toronto, M2R 1Z3
Job Type: Full Time (40 hr/wk.)
Organization: Jewish Russian Community Centre of Ontario (JRCC)
Report to: Chief of Operations

JRCC Hebrew School offers a variety of school programs and events in the goal of educating to Jewish values, increasing awareness and attachment to Jewish identity. We are growing and looking for a Director of Hebrew school to lead all its programs and event. The person in the role will be a dedicated team player; and will work closely and collaboratively with local branch management to maintain and develop the program and ensure high quality program.

Responsibilities:

Programs and events: curriculum development and improvement, including coaching and one-on-one tutoring; lesson plans development; hire and train teachers; supervise and oversee in class activity; provide feedback to teachers; ensure Jewish identity and community components are highly expressed in the program; organize and manage transportation, snacks, supplies

Outreach and communication: identify and outreach to potential families; manage communication with parents; maintain collaborations with relevant community organizations; develop, manage and maintain web presence/ social media; produce teachers and parent's handbook

Strategy and management: manage school budget; develop income avenues; improve service according to program evaluation and market research; maintain efficient and streamlined business processes and policies; solve problems and concerns for team members; collaborate in organization-wide initiatives and programs; manage on safety regulations; manage staff attendance and wages

Requirements:

- Deep appreciation and knowledge of Jewish values, culture and traditions
- Fluent, high level of speaking, writing, reading **English and Hebrew** – a must
- Proven track of 3-5 years in management of complex educational program – a must
- Proven track of 3-5 years in Hebrew teaching – a must
- Bachelor's degree in a relevant discipline – a must, Master's degree– an asset
- Russian speaking – a strong asset
- Superior personnel management, strong leadership skills, partnership and collaboration skills
- Excellent ability for independent work, time management and initiative
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org
Only relevant candidates will be contacted. Review of applications will continue until the position is filled. No phone calls please.