

Kahal B'raira

Kahal B'raira is Boston's Congregation for Humanistic Judaism. We are a growing, mostly volunteer congregation currently comprised of about 80 families. KB's Congregation and Sunday School meet on 15 Sundays scheduled throughout the academic year. Numerous other programs, oriented toward both adults and families are scheduled throughout the year to provide a comprehensive calendar. We currently have an opening for our Sunday School principal. This is a quarter-time position, to begin work on July 1, 2008.

Principal

The principal is the leader of the Kahal B'raira Sunday School (Preschool through 7th grade), and is responsible for all aspects of its operation. The principal reports to the Sunday School committee, and through them, to the Executive committee.

The main roles of the principal are:

- Coordinate with the Sunday School Committee on all aspects of the school program
- Administer all operational functions of the Sunday School
- Supervise, support and mentor the Sunday School staff (teachers, aides)
- Communicate with families about their children's participation in the school
- Promote the school in the community

Detailed Responsibilities:

1) Administrative:

- Oversee all operational functions of Sunday School: enrollment, hiring, staff development and budget management
- Communicate regularly with the Sunday School Committee on the operation of the Sunday School
- Coordinate and be in attendance at all Sunday morning sessions
- Obtain substitute teachers, as necessary
- Maintain necessary documentation, including student records, student and staff attendance, meeting notes and personal hours
- Coordinate with Congregation to advertise the school and maintain enrollment
- Be available to teachers, aides, and parents as requested
- Attend Sunday School committee meetings
- Supervise the Sunday School Administrative Assistant
- Coordinate with the B'nai Mitzvah program

2) Staff Supervision/Evaluation

- Responsible for staff annual evaluation, including periodic observation of each staff member, with follow up meeting and written feedback

- Supervise teachers and aides as determined necessary by level of staff experience and request. Provide guidance and support to teachers and aides as specific problems occur
- Hold periodic staff meetings

3) Curriculum/Program Development

- Work with Sunday School Committee on curriculum and long-term program development
- Coordinate curriculum implementation efforts (acquire sample materials, explore local resources, provide materials to staff, etc.)
- Facilitate development and implementation of school-wide events, including at least one program connecting the Sunday School with the Congregation as a whole
- Provide materials for teachers to enhance their knowledge of Judaism and Humanistic Judaism

4) Parent/Congregation/Community Outreach

- Maintain active parent contact
- Work to strengthen parent-school communication, promote problem solving, encourage appropriate parent participation
- Follow up on issues presented at parent-teacher conferences
- Compose or arrange for the contribution of a Sunday School column for Newsletter (highlights, stories, activities summary, etc.) several times during the year
- Assist with recruitment and inclusion of new students