

JOB DESCRIPTION
Principal
Temple Israel Religious School

SUMMARY

The Principal of Temple Israel Religious School is an integral part of the Temple Israel community and creates a foundation for lifelong Jewish engagement for the young people of our congregation. The Principal provides vision, leadership, implementation and oversight for religious and cultural education for our youth and their families from toddlers through high school. The Principal is passionate about engaging the whole child, the whole family, and our whole community in a rich and diverse Jewish education. The Principal reports to and works in collaboration with the Rabbi.

GENERAL DUTIES AND RESPONSIBILITIES

Working closely with the Rabbi and lay committees, the Principal is responsible for developing a vision for the school that will build on its current strengths and attract families to our experiential learning model. Responsibilities include overseeing curricula, training, evaluating and supervising teachers, running special programming, administration, and outreach to families and the broader Ottawa Jewish community.

The TIRS Principal is expected to be present at the school's three weekly sessions (Sunday morning, Monday evening and Wednesday afternoon), at special programming, committee meetings and other events as needed. The Principal is expected to attend Shabbat and holiday services at Temple Israel when children and youth have a leadership role.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Serve as ambassador internally within the Temple and externally to the community at large of TIRS as a member of the Temple senior staff and key voice for young families.
- Chart the direction of TIRS, taking into consideration both the legacy of the school and new innovations offered by other Jewish programs of excellence in North America.
- Hire school and staff; supervise and meet regularly with all TIRS staff.
- Observe classroom instruction during class time on a regular basis and provide constructive feedback to teachers, and prepare annual performance evaluations.
- Coordinate the selection and implementation of the curriculum across subjects and grades to ensure that the content is in line with the TIRS and Temple Israel vision statements. Select teaching materials as required and order necessary supplies.
- Provide opportunities for curriculum development through lesson plans that would include multimedia presentations and other innovative materials.
- Ensure that material taught is in accordance with Reform/Liberal Judaism in a progressive, inclusive, innovative and relevant Jewish learning environment.
- Oversee assessment, evaluation and reporting of student progress and manage student discipline.
- Communicate with parents of school children through parent/teacher meetings and communiques; liaise with parents directly or with teachers' assistance regarding report cards, discipline issues and other matters.

- Publicize and promote programs for families with young children, TIRS, JYG and FROSTY with the Rabbi and/or the appropriate committee (Education or Youth) by creating and placing ads (i.e. OJB, TI Bulletin, TI website and weekly email and other social media). Oversee flyers and ads created by others that pertain to programs for young families, TIRS, JYG and FROSTY.
- Coordinate and lead teacher orientation before the beginning of the school year. Schedule and organize professional development and encourage participation
- Participate as a member of the School/Youth Committee and provide oral or written reports to the Committee.
- Provide oral or written reports to the Board of Directors, committees, and the Rabbi as requested.
- Implement and monitor expenditures under the approved budget; provide budget information to the Finance Committee.
- Prepare, recommend and monitor the implementation of education for students with special needs.
- Deliver content at school assemblies with the help of the Rabbi and teachers where appropriate.
- Oversee student registration and placement.
- Design, recommend, oversee and/or implement programming for toddlers, school age children and youth that supplement services for Shabbat, High Holy Days and all other Jewish holidays (i.e. working with teachers, JYG and FROSTY) whether for TIRS or for Temple Israel in collaboration with the Rabbi.
- Work in collaboration with various community stakeholders such as the Jewish Federation of Ottawa (JFO), The Jewish Community Centre of Ottawa, other congregations and supplementary schools.
- Supervise the ShinShin/ShinShinim allocated to TIRS and Temple Israel along with the Director of Community Collaboration of JFO. Attend meetings pertaining to the ShinShinim and report to DCC regarding the ShinShinim.
- Other related duties as assigned.