These are the qualities we are seeking in our SHORESH Associate Director:

1) A love of children – someone who can see the gift of every child, in every family and who finds joy in helping others on their Jewish journey.

2) Strong interpersonal skills – someone who communicates effectively by sharing information and who can listen to and comprehend what others are saying.

3) Strong administrative skills – someone who is good at communicating, organizing, planning and scheduling.

4) A love of Judaism – someone who possesses Jewish knowledge, is comfortable in a liberal Jewish environment and is committed to Progressive Judaism.

The SHORESH Associate Director shall be:

5) A positive leader and role model – someone who leads by example. Someone who has the ability to supervise others with dignity.

6) A coach – someone who can teach and guide our teaching staff while building healthy relationships.

7) A cheerleader – someone who can motivate and inspire staff to fulfill their sacred responsibilities.

8) A team player – someone who can collaborate with others and share ideas with them in order to reach a common goal.

9) Flexible – Someone who is able to plan for the future, but is also able to make adjustments as needed.

In addition to the above, we would want to see our Associate Director do the following:

- Know our mission and vision. We want our Associate Director to know our program, its strengths and its successes.
- Know the families that he/she is working with – their needs and how the mission of Temple can assist them.
- Continue to strengthen our program – After understanding our mission, vision and culture, we want our Associate Director to further develop and expand on our successes. We want our Associate Director to help our overall education program (PreK-12) grow.
- Have a charismatic and compelling personality to take our religious school and our programming to levels we have not even dreamed of yet.
Functional Responsibilities:

- Day-to-day operations of the Religious School and all associated functions, staff, and programs
- Management of all Religious School staff (paid and volunteer)
- Assist in hiring of all Religious School staff
- Supervise Religious School Administrative staff and Teaching staff
- Promote the educational development of each student and the professional development of each staff member
- Prepare and execute all correspondence related to the school
- Oversee the implementation of family education in each of our grades
- Write and distribute Teacher’s Notes weekly
- Write and distribute weekly parent emails
- Prepare all teacher emails and create and maintain student files
- Attend to student needs, including special needs
- Manage and execute Teacher supplies/resources (purchasing, ordering and distributing)
- Manage and execute Student supplies/resources (purchasing, ordering and distributing)
- Commitment to operate within a balanced budget
- Communication
  - Attend weekly Staff meeting on Tuesday
  - Office time: with rabbis, teachers, and parents/families
  - Coordinate all programs, classes, meetings, etc., with building staff
  - Prepare and submit bulletin content every month
- Management
  - Coordinating and supervising all Temple educational programs including weekly religious school, seventh grade Hebrew, Madrichim, Monday Night High School.
  - Coordinating rabbis’ scheduling into classrooms and programs
  - Coordinating music throughout the religious school, with the cantor and music specialist
  - Coordinating special services with rabbis – Consecration, Confirmation, Graduation, Family Shabbat, Shabbat Camp, Ma’at Shabbat
  - Coordinating special programs with rabbis – Sukkah Decorating, Tikkun Olam-a-thon, etc.
- Participation in committee meetings related to the Religious School
- Community Involvement
  - Linking up with community organizations and resources
  - Utilizing what the Alliance of Jewish Education is able to offer
  - Connecting with the Metropolitan Detroit Board of Educators