



## **Morris Winchevsky School Education Director**

We are currently hiring an **Education Director** for the Morris Winchevsky School. This position offers a unique opportunity for the right person to join an established organization with a strong and active Board of Directors, a small staff and a passionate membership who treasure a culture steeped in social justice.

The **United Jewish People's Order (UJPO)** is a non-profit, social justice, secular Jewish cultural and educational organization with its largest branch in Toronto. The **Morris Winchevsky School** is a registered charitable organization, founded in 1928 by UJPO, and committed to experiential social justice education and to making secular Jewish life relevant through a wide variety of cultural, social and educational programs, including our Sunday school. **Camp Naivelit**, our family-oriented summer community, operates in the summer on a beautiful piece of land near Brampton. For more information: <http://winchevskycentre.org>.

We are looking for an enthusiastic staff member who:

- Understands and will champion social justice, antiracist, and secular Jewish values
- Is committed to inclusive, respectful, democratic engagement and leadership
- Is able to promote and integrate secular Jewish culture, education and social action into all facets of the shule's curriculum and holidays
- Is eager to make an impact, and turn values into education and events

Start Date: August 19, 2024,

Location: 918 Bathurst Street, external locations during special events.

Remuneration: Commensurate with experience, from \$1000.00 - \$1150.00 / month based on 7 – 10 hours per week. This is a part time role.

Educators and the Shule Assistant are responsible to the Education Director who reports to the Executive Director. The Shule is governed by the Board of Directors of the Morris Winchevsky School (the Employer) and consulted by the Shule Advisory Committee (SAC).

## Responsibilities & Duties

### SHULE CLASSROOM & OPERATIONAL OVERSIGHT

- The Education Director is responsible for the overview of the Shule's four streams – Kinder Kapers/Senior Kapers, Grades 2-3, Grades 4-6, and the B'Mitzvah classes (class division are determined by enrollment).
- The Education Director will review each lesson plan with Educators prior to the week's Shule and ensure the ongoing review and reflection of Educators is properly stored for future curriculum development.
- The Education Director is responsible for assembling and reviewing education materials in the Shule Education digital Drive, as well as in physical form.
- Maintaining and updating the MWS Curriculum as required.
- Oversight of the graduation ceremony for the B'Mitzvah students, including rehearsals, material preparation, purchase of gifts, supervision of project completion, coordination of administrative support, and facilitation of the parent's group in collaboration with the B'Mitzvah Educator.
- Collaboration and support in curriculum development offered to Adult Educator when possible.
- Collaboration and support in Youth Group program development when possible.
- Collaborate, strategize, and improve on MWS operations and opportunities with the ED.
- The Education Director must arrive 30 minutes in advance of scheduled class (no later than 9:30 am every Sunday) to assist Educators in setting up the classroom and remain for 30 minutes after each session to ensure they are returned to a presentable state (agreed in accordance with the landlord).
- If Educators are not available, the Education Director is responsible for arranging substitute Educators for the classroom. If no substitute Educators are available, the Education Director is responsible for substitute teaching the class, and will be paid for the teaching at the same rate as other substitute teachers.
- The Education Director is responsible for ensuring any conflicts among students are resolved with the assistance and supervision of the class' designated Educator.
- The Education Director is responsible for liaising between Educators and parents, as well as between the Educators and extenuating operational staff should any conflicts arise.
- The Education Director will develop and facilitate a two-part Professional Development session, based on the principles of experiential education.
- The Education Director is encouraged to continually seek out funding and educational opportunities.
- The Education Director is responsible for the coordination, set up and tear down of all Shule-wide holiday celebrations and must attend all holiday celebrations in connection with the Sunday School program.

### SHULE DIGITAL COMMUNICATIONS

- The Education Director is encouraged to document in the form of photos and videos activities throughout the Shule day to be used by the Shule's Marketing personnel.

- Writing regular emails (weekly or less), the Education Director is responsible for composing a message to parents summarizing last Sunday's activities, and informing them of upcoming special events and activities.
- Updating the copy for MWS webpages as required. MWS webpages are maintained in collaboration with the Community & Office Manager, the Social Media & Marketing Specialist, and the ED.
- Collaborate with Social Media & Marketing Specialist on MWS social media content, campaigns and strategy.

#### SHULE & ORG COLLABORATION

- The Education Director will respond promptly to all communications from the Executive Director and parent body when possible.
- The Education Director is responsible for all liaison with parents, Educators, and operational staff.
- MWS Budget oversight in conjunction with Finance Director and Executive Director at least twice a year.
- The Education Director is responsible for hiring, training, and managing the four Educators, the Shule support staff, teachers' assistants, and any additional staff under their responsibility.
- The Education Director is responsible for preparing for, attending, and reporting to the Shule Advisory Committee (SAC) on a monthly basis during the school year.
- Liaise with the Venue Manager and tenants on all building-related issues at 918 Bathurst, with the support of the Executive Director when necessary.
- The Education Director works in collaboration with the Executive Director in support of high holidays (Rosh Hashanah, Kol Nidre and the Third Seyder) and encourages MWS families to attend.

#### Qualifications & Skills

- Experience and Bachelor level education in Education and/or Social Justice
- 1- 3 years of leadership experience
- Knowledge of Jewish histories, culture and holidays
- Knowledge of experiential education and pedagogy, and experience in applying experiential practice into all aspects of lesson plans and holiday planning
- Experience working with children
- Experience with supervision and mentorship
- Experience with curriculum development
- Ability to pivot and think critically on your feet
- Strong commitment to Yiddishkeit an asset
- Ability to speak Yiddish and/or Hebrew an asset
- Knowledge of software systems and programs, as well as social media platforms
- Able to work flexible hours