

**Congregation Sha'ar Zahav**  
**Director of Education Job Description - October 2023**  
**Half-time position, with benefits**

The Director of Education provides educational programming for members age 0-18 and their families, primarily by running our Saturday religious school, Beit Sefer Phyllis Mintzer (BSPM). The Director works collaboratively with the Education Committee and the Cantor, and is supervised by the Rabbi. Enrollment is currently 35 students. We have 3 teachers and several teen assistants.

Founded in 1977 and rooted in our history as San Francisco's gay and lesbian synagogue, Congregation Sha'ar Zahav (SZ) offers the warmth and comfort of a chosen family. To that end, we embrace a diversity of individuals of all sexualities, genders, races and abilities. Our 325-household congregation includes single members, interfaith, single-parent, and multicultural families. Our school is a beloved element of our congregational life, as we pass on, l'dor v'dor (from generation to generation), our Jewish and Sha'ar Zahav values.

Named after the school's beloved founder, Phyllis Mintzer, BSPM provides a supportive and inclusive learning environment. Our teaching model includes elements of theme-based and project-based learning as we encourage our children to incorporate Jewish concepts and rituals into an expression of their full selves. Our curriculum emphasizes the connection between equity, inclusivity, social justice, and our identity as Jews.

**Duties include:**

- Overseeing all aspects of BSPM and Hebrew education program, in collaboration with Children's Education Committee. Includes curriculum development and enhancement, teacher supervision, some teaching, and recruiting, registering, and orienting children and families. The Cantor provides support with the Hebrew program.
- Coordinating and serving as nexus point for multi-faceted B'Mitzvah program, in collaboration with clergy, children and families, and the B'Mitzvah Committee. (Unlike most congregations, each b'mitzvah student is paired with an adult congregant to learn prayers, torah and write a drash - so the role of the Educator is more one of coordination.)
- Engaging youth of all ages in holiday and regular programming for 0-5, families, and teens - including teen teaching assistant program.
- Collaborating on congregation-wide programming that includes children and families.
- Administrative Duties, including developing and maintaining education budget (in collaboration with Executive Director), applying for and managing educational grants, regular communications with participating and prospective families, and creating and maintaining relationships with partner organizations

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## **COMPENSATION AND BENEFITS**

The salary range for this position is \$50-65,000, with placement in that range based on experience and qualifications.

The following benefits are provided:

- Paid vacation and sick leave
- 9 paid US/CA holidays, plus Jewish holidays
- Medical, dental, and vision insurance
- This is an in-person position, but some degree of remote work is possible. Presence on Saturdays when school is in session is required, 8 am-1 pm.

## **HOW TO APPLY**

Please submit a resume and cover letter to [JobsEduc@shaarzahav.org](mailto:JobsEduc@shaarzahav.org). Resumes received by November 10 will receive first consideration, and interviews may be conducted on a rolling basis. Applications will be kept confidential.

Background checks will be required prior to employment.

Sha'ar Zahav is an equal opportunity employer.

For more information about Sha'ar Zahav, please visit our [website](#).