



Temple Brith Achim  
481 S. Gulph Road  
King of Prussia, PA 19406  
610-337-2222

## Job Summary for Religious School Director at TBA

Temple Brith Achim (TBA) is a growing, vibrant, and inclusive Reform Jewish community in King of Prussia, PA. We are entering an exciting new era of transformation, led by visionary clergy Cantor Tifani Coyot. Together, we are building a joyful and welcoming Jewish future.

We are seeking a bright, knowledgeable, creative, organized, and collaborative Director to help shape the future of our Religious School. This is a part-time position (20 hours/week) that reports directly to our Senior Clergy and works alongside a team of dedicated lay leaders, staff, and educators, and In collaboration with our Philly JCC.

The Director will play a key role in partnering with families and shaping relevant Jewish learning for children Pre-K–10. The Director should have an in-depth knowledge of Judaism and Hebrew.

This is a unique and exciting opportunity to step into a deeply respected role — our beloved previous Director served this community for 30 years with extraordinary dedication and care. As we enter a bold new era of creativity, collaboration, and joyful expansion at TBA, we're looking for someone eager to help shape the next chapter of our community.

**Statistics:** Our Religious School serves approximately 50 learners, guided by a team of 4 teachers and supported by teen madrichim. Temple Brith Achim includes 174 member families. The Director will supervise these educators and coordinate closely with senior clergy, administrative staff, and the educators of the Philly JCC Early Childhood Center located on our campus.

## What We're Looking For

- Warm, inclusive, and self-directed Jewish educational leader
- Skilled at building community visibility through outreach, and local partnerships
- Excitement about building something new in partnership with passionate clergy and lay leaders
- A relational approach to education that strengthens family and community connections
- Experience in or enthusiasm for experiential and innovative education
- A belief in raising children with joy, spirituality, curiosity, and purpose
- Comfort with technology, and marketing tools such as ShulCloud

## Key Responsibilities

### ***Program Development & Educational Leadership***

- Collaborate closely with clergy and the School Team to align the religious and Hebrew curriculum with our community's values and goals
- Incorporate music, movement, and hands-on experiences into engaging learning
- Create accessible and inclusive programming for all learning styles and abilities

### ***Building Teacher & Classroom Support***

- Recruit, hire, and mentor Religious School teachers and oversee madrichim and volunteers with warmth, clarity, and structure
- Facilitate smooth classroom transitions and high-quality instruction
- Track and report student attendance and progress
- Maintain optimal class sizes (10–15 students)
- Lead faculty meetings and provide timely communication to families and leadership

### ***Family Engagement & Community***

- Build strong and caring relationships and develop a communication plan
- Cultivate a strong partnership with the Philly JCC Early Childhood Center to build a cohesive educational pipeline from preschool through Religious School
- Develop and participate in school-related holiday events and family Shabbat
- Recruit and retain families through strategic planning, personal outreach and presence at events

### ***Administration & Financial Oversight***

- Manage the Religious School budget with transparency and care
- Coordinate with the Temple Administrator and Finance Team
- Support Temple and school-related fundraising initiatives
- Maintain the school calendar and ensure smooth logistical operations

## Qualifications

- Bachelor's degree in education/ Jewish education, Master's degree preferred
- Minimum five years experience in an educational role
- Strong communication, organization, and classroom leadership skills
- Ability to integrate technology into teaching and administration
- Deep love for Jewish life, culture, creativity, and learning
- Openness to new ideas, innovation, collaboration, and growth

## Schedule, Compensation & Benefits

- This is a part-time position (20 hours per week). In-person presence required on Sundays and for special programs
- Salary up to \$45,000 based on experience
- Flexible hours, with time off as defined In Employee Handbook
- Professional development/conference budget (discussed annually)
- Opportunities for mentorship and collaboration in an uplifting environment.
- A warm welcome into the TBA family, where your talents and passions will be embraced

**Let's build the future of Jewish learning — together. Apply today.**

To Apply: Please send including your resume and cover letter to: [leadership@brithachim.org](mailto:leadership@brithachim.org)  
We welcome applicants of every background, race, ethnicity, national origin, gender identity, sexual orientation marital or disability status,