



The Schwartz/Reisman Centre (SRC) and the Prosserman JCC (PJCC) are vibrant and welcoming hubs that connect people to Jewish community and inspire meaningful and healthy lifestyles. As primary destinations of Jewish engagement, the JCCs strengthen individuals and families through its dynamic program offerings. JCCs programs, services and connections support a diverse and thriving Jewish community and provide a sense of belonging and identity. Through this work, JCCs model a world in which, more than ever, Jewish wisdom is valued; differences are respected; communities are built; creativity is encouraged; and aspirations are realized in exciting and powerful ways.

Kachol Lavan is one of our flagship programs; this unique Supplementary Hebrew School runs every Sunday Oct-May in 3 locations across the GTA augmented by many additional cultural programs and special events. Kachol Lavan focuses on imparting a love for the Hebrew language and connection to Israel. We are looking for a part-time Curriculum Coordinator (5-10 hrs a week) to join our team. Some of the position can be performed remotely. Potential for growth within the organization.

# KACHOL LAVAN

## CURRICULUM COORDINATOR

### Key Duties and responsibilities:

- Continued oversight of Kachol Lavan curriculum - at this stage more tweaks and enhancements as the base for each grade is well developed;
- Maintain drop box with updated curriculum and lesson plans;
- Support the development, across curriculum, to enhance knowledge of Israeli culture, perspectives and practices.
- Identify, design and develop appropriate learning materials for technology mediated learning on SMART Boards, etc.
- Recruitment of teachers and teaching assistants;
- Assist with professional development and training for teachers, including orientation sessions and meetings;
- Provide leadership and mentoring of teachers and teaching assistants;
- Maintain communication with teachers on weekly basis;
- Attend Kachol Lavan on site once a month on Sundays to observe the teachers at the Prosserman JCC, Bialik Hebrew Day School and the Beaches Recreation Centre.

### Qualifications:

- B.Ed Degree
- Demonstrated experience in curriculum development.
- Hebrew and English fluency (oral and written).
- Presentation and Training experience.
- 3+ years coordinating/managing staff.
- Experience in a not-for-profit organization an asset.
- Advanced proficiency in MS Office, including Word, Excel and PowerPoint;
- Strong knowledge of Jewish culture and traditions, Israel and community a must.
- Valid Ontario Driver's License.

### Core Competencies:

- Demonstrated competencies and experience that support our core organizational values:



- Leadership
- Passion
- Collaboration
- Creativity and Innovation
- Ability to work a flexible schedule.
- Strong interpersonal skills, professionalism and management skills.
- Makes appropriate and timely decisions and meet deadlines.
- Excellent organizational, time-management, project management and prioritization skills.
- Strong listening skills and systems to gather data, information and feedback and act accordingly to resolve issues and/or meet changing needs of the organization and community.
- Superior customer service and relationship building skills, internal and external.

**Application Process:**

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **November 30, 2018** to Jeanette Hyde H.R. Director: [jeanette@srcentre.ca](mailto:jeanette@srcentre.ca). Please clearly state the job post title in your email.

***We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.***