

Hebrew Day School of Ann Arbor Hebrew/Judaics Teacher

Job Title: Teacher, Hebrew/Judaics

FSLA Status: Exempt

Term of Employment: Middle of August 2012 thru Middle of June 2013

Reports to: Head of School

Salary: Commensurate with education and experience

I. PURPOSE OF THE JOB

The Hebrew/Judaics teacher is responsible for teaching Hebrew and Judaics, primarily to the assigned grade(s), *in Hebrew*. The Hebrew/Judaics teacher is expected to teach, coach, counsel, supervise, and care about the students, work in partnership with parents, advocate and promote the school, work collegially with administrators and fellow teachers, and grow professionally. The teacher is expected to be clear on instructional goals of units and lessons, help student gain understanding and knowledge, assess student achievement, and adjust instruction as indicated by the results of the assessment.

Performs other duties as assigned or as the situation dictates.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- ◆ Teach Hebrew language, grammar, pronunciation and usage *in Hebrew* to students of varying abilities and aptitudes.
- ◆ Teach Judaics *in Hebrew*, including Torah, Prophets, Tefillah, Chagim and Minhagim, Midot, History (commensurate with grade level).
- ◆ Adapt teaching methods and materials to meet the needs of various learning styles, aptitudes, and abilities.
- ◆ Assess student progress and complete report cards in a thorough and timely manner.
- ◆ Be available to meet with parents and students regarding the educational progress of the student.
- ◆ Be available to meet with other teachers regarding school and curricular related events, programs, and issues.
- ◆ Collaborate with other teachers on instructional matters.
- ◆ Communicate with Student Support Team on classroom and individual progress and challenges.

III. OTHER DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in staff and team meetings.
- ◆ Supervising lunch and recess as needed.
- ◆ Follow all guidelines as stated in the staff handbook.

IV. SUPERVISORY RESPONSIBILITIES

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- ◆ Classroom management: ensuring the safety and good conduct of the students
- ◆ Lunch/recess supervision

V. KNOWLEDGE AND SKILLS

Education:

- ◆ Bachelor's degree in Education, Hebrew and/or Judaic Studies, with a preferred concentration in elementary school education, or combination of education and relevant experience required
- ◆ Relevant prior experience (3-5 years) desired

Knowledge:

- ◆ **Hebrew** - Thorough command of the Hebrew language (conversational and written, both modern Hebrew and biblical Hebrew) including grammar, spelling, pronunciation and usage
- ◆ **English** - Thorough command of the English language, including grammar, spelling and usage
- ◆ **Educational-** Thorough knowledge of various teaching techniques and learning styles, and ability to adapt them for the benefit of the students

Skills:

- ◆ Ability to create a classroom environment conducive to learning
- ◆ Ability to organize and present information in a clear and concise method, both verbally and in writing
- ◆ Ability to write and implement lesson plans geared toward elementary school students
- ◆ Ability and willingness to take an active leadership role in school assemblies and other school programs
- ◆ Ability to conducting effective parent-teacher conferences that communicate progress and new areas of focus
- ◆ Ability to problem solve in both routine and novel situations
- ◆ The ability to effectively teach to different levels in the same classroom
- ◆ The ability to communicate information to parents, head of school, and colleagues
- ◆ The ability to formulate educational plans of action to facilitate student growth and learning

Other Requirements:

- ◆ Compliance with all State of Michigan requirements for school employees, currently including but not limited to background check and fingerprinting
- ◆ Valid Michigan driver's license and reliable motor vehicle and willingness to drive

VI. EXTENT OF PUBLIC CONTACT

- ◆ Extensive contact with students, parents, principal, staff and visitors, both in person and to a lesser extent on the phone
- ◆ Works well with and is courteous to others in the organization as well as outside the organization

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VII. PHYSICAL DEMANDS

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read papers and use computer				X
Hearing: Must be able to hear well enough to communicate with students and co-workers				X
Standing/Walking				X
Climbing/Stooping /Kneeling			X	
Lifting/Pulling /Pushing		X		
Fingering/Grasping/ Feeling: Must be able to write, type and use phone system.				X

IX. WORKING CONDITIONS AND ENVIRONMENT

- ◆ Normal working conditions

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Additional guidelines and expectations are listed in the staff handbook.

Benefits:

- Vacation Days: Vacation days are days when the entire school is on vacation, including Jewish holidays.
- Sick/Personal Days: If full time, 10 days; pro-rated for part-time

Benefits for full time staff:

- Health Benefits
- Retirement: Eligible after one full year of service.

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Scope of Agreement: Nothing in this contract shall in any way obligate the HDS to renew or extend employment beyond the term expressly set forth above, it being understood that such decisions are at the will of HDS.

Termination Clause: This contract will be terminated prior to the date specified above, in the event of any of the following situations: 1) HDS determines that a reduction in force is necessary; 2) the staff member engages in misconduct warranting termination in the opinion of HDS; 3) the staff member has exhausted all leaves as allowed under this agreement, and is not reporting to work; 4) *the staff member's license, certification, qualifications to fully perform his or her job are suspended, terminated, expired, or no longer apply*; 5) in the event of unsatisfactory performance based on the evaluation of the Head of School.

I voluntarily agree to the terms specified above.

Staff Signature

Date:

On behalf of the Hebrew Day School