**Education Coordinator Job Description and Responsibilities**

**Responsibilities and qualifications:**

Communication and logistical support for Family programs.

 Work with the CBI Senior Staff, Faculty, and Youth Group Staff to enhance relationships: student to student as well as between parents.

Interface with Religious school faculty and staff keeping communications clear.

**Financial**

Provide tuition and billing information to accounting

Manage and track scholarship awards and work with families to determine needs

Assist in monitoring and collecting account balances of Religious School families

Assist with Education budget preparation and tracking

Check for accuracy employee ADP payroll information

Track Tzedakah (classroom donations to non-profits) and oversee year-end allocations

Provide administrative support to the Education and Youth Committee

Support staff for “day of “events such as Taste of Temple, MLK Service as needed.

**General education office management:**

Knowledge of Shul Cloud

Assist with Madrichim (High School Teaching Assistants) placement and Madrichim scheduling

Prepare enrollment materials

Oversee registration procedures

Maintain student records digital and paper

Track student attendance

Prepare progress report rubrics (digital)

Oversee and maintain text and material inventory

Religious School activities scheduling (arts specials, family programs, assemblies)

Develop and maintain class rosters and school directories

Parent Nus/Parent email communications with families

Maintain distribution lists (class/faculty etc)

Maintain faculty records (digital and paper)

Prepare teacher and madrichim hiring letters

Order school supplies and materials

Assist with family program set up needs (catering orders, room set up communication)

Youth Group administrative support

**Reception /Security**

Maintain communication with teaching faculty and facilities staff to ensure the safety of our students and families.

Participate in school and campus safety drills

Answer phones/monitor voicemail and messages

Greet families/students, provide assistance to visitors

**Qualifications and relevant qualities needed to fulfill this job’s requirements:**

Excellent organizational abilities.  Personable; friendly, calm demeanor

Ease and experience with technology related to storing and sharing of communications and files

Ability to plan, oversee, and ensure events are carried out successfully

A willingness to learn especially as it pertains to Reform practice and CBI specific customs.