Director of Admissions and Programming, The Silver Academy

The Silver Academy is seeking a full-time employee to serve as the Director of Admissions and Programming.

The successful applicant should have a degree in Education, Sales, Jewish Studies and/or at least one year’s experience in an Admissions and Programming related position.

This position will begin as soon as July 15, 2019 but no later than August 15, 2019.

Specific job responsibilities will include, but not be limited to, the following:

1. Activities that are related to admission and retention
2. Community outreach
3. Coordinator of Jewish and special programming
4. Teacher:  Teach the ‘Better Together’ Middle School program and continue to develop it
5. Substitute as needed
6. Lead davening as needed
7. Mentor and tutor students
8. Possibly develop an entrepreneur club
9. Other tasks as assigned

Applications should be sent to Debra Freeburn, Head of School, Silver Academy, dfreeburn@silveracademypa.org.

The Silver Academy is Central Pennsylvania’s Jewish Day School. We educate children from pre-K through 8th grades. At the Silver Academy, we are committed to providing our children with the education, values, and sense of responsibility to lead happy and meaningful lives. We create a positive, joyous, and safe environment to nurture young leaders in our community.