



**Position:** Special Needs Community Educator  
**Reports to:** Director, Teacher Development and School Services  
**FLSA Classification:** Exempt  
**Department:** Commission for Jewish Education (CJE)  
**Full/Part Time:** Full-time

**Organization Summary:**

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$30 million to leading a powerful impact in the community.

**Position Summary:**

According to the Centers for Disease Control, one in six children between the ages of 3 and 17 (or about 15%) have one or more developmental disabilities. Because of the growing rate of students needing accommodations and adjustments in their learning environments, the CJE is looking for an experienced educator to help enhance, support, and enrich the work our Jewish educators do in the classroom.

**Essential Duties and Responsibilities:**

- Serve as special needs community educator for a growing area of focus in the Jewish community of Palm Beach County and Martin County.
  - Work with school directors and ECE directors to create and nurture a school environment of inclusion.
  - Work with school directors and teachers to identify students with learning disabilities (with or without IEP or 504 plans).
  - Refer appropriate interventions for students with learning disabilities to partner agencies.
  - Provide teachers with strategies and activities to apply to lessons.
- Communicate with families of students with disabilities as needed.
- Provide training to synagogue school and early childhood teachers and directors.
- Contribute to the vision of a comprehensive approach to addressing the special needs community by working with partnering agencies and organizations and serving as a leader in the implementation of this effort.
- Work with CJE Director of Special Needs Education and Yad Hebrew School faculty in planning and facilitating special education in Jewish schools in the Palm Beaches.
- Develop and build relationships with community partners, school faculties, local and national counterparts.
- Collaborate with Early Childhood Jewish Learning Centers, including the JCC special needs program.
- Participate in JDN, Education & ECE councils, local organizations with similar focus and staff related SN committees at the Jewish Federation.
- Plan and develop educational programming appropriate for students with differing abilities and their families.
- Lead professional for the Family Reimbursement Education Fund (FREF). A reimbursement fund for goods and services for families with special needs children.
- Lead professional for Day of Awareness (plan and organize), an annual conference focused on educating the community on various special needs advancements, challenges, teaching strategies and innovative practices.
- Other duties as assigned.

**Qualifications and Success Factors:**

- Bachelor's degree in Education, Jewish Studies, Special Education, or related field required, preference for master's degree in Special Education.
- Two or more years' experience in related field or equivalent combination of relevant education, experience and skills required.



- Passionate educator with direct experience in special needs education, formal or informal Jewish education; familiarity with synagogue school education and early childhood Jewish education
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Ability to work both independently and cooperatively within a team.
- Ability to motivate others.
- Experience in program development including organizing professional conferences and educational events.
- Should possess an active understanding of the Jewish world, religion, tradition, and values as well as general pedagogy.
- Hebrew knowledge preferred.
- Must be able to pass Level 1 background check required.
- Must be able to work off-shift hours including nights and weekends, as needed.

**Work Environment:**

Position is eligible to work from home ***occasionally*** from time to time in accordance with Federation policies.

When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: [HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org).

**NO CALLS, PLEASE.**