



EARLY CHILDHOOD EDUCATOR SEARCH APPLICATION

RETURN ORIGINAL TO:
(Preferably by E-mail)
 Rabbi Stan Schickler, RJE
 Association of Reform Jewish Educators
 633 Third Avenue
 New York, NY 10017-6778
 212-452-6510 sschickler@reformeducators.org

CONGREGATION/INSTITUTION	Click here to enter text.	DATE OF APPLICATION	Click here to enter a date.
STREET ADDRESS	Click here to enter text.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Click here to enter text.		
TELEPHONE NUMBER	Click here to enter text.	FAX	Click here to enter text.
E-MAIL	Click here to enter text.	WEBSITE	Click here to enter text.
URJ DISTRICT	Choose an item.	DATE POSITION IS AVAILABLE	Click here to enter a date.
POSITION TITLE	Click here to enter text.	FULL or PART-TIME	Choose an item.

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

I. DEMOGRAPHICS

	# OF FAMILIES WITH CHILDREN IN EARLY CHILDHOOD PROGRAM	TOTAL # OF STUDENTS IN EARLY EDUCATION PROGRAM
THIS YEAR	0	0
FIVE YEARS AGO	0	0
FUTURE PROJECTIONS	0	0

NUMBER OF STUDENTS ENROLLED BY AGE GROUP

Mommy & Me/Parent-Child Play Group (6 weeks – 18 months)	10 months – 2 years	2 year olds	3 year olds	4 year olds	5 year olds	Kindergarten	TOTAL
0	0	0	0	0	0	0	0

II. DAYS AND TIMES OF CLASSES

WEEKDAY EARLY CHILDHOOD	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
RELIGIOUS SCHOOL	DAY CARE	JEWISH PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
CAMP (CONGREGATION ONLY): Click here to enter text.			
OTHER (specify): Click here to enter text.			

III. PROFESSIONAL STAFF

Even if they will not be associated with the congregation next year, **please list the names of all current professional staff members.** Indicate if their position is full-time or part-time and their years of service with the congregation. Additional lines are provided for other staff positions, if applicable.

	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Click here to enter text.	Choose an item.	0
ASSOCIATE RABBI	Click here to enter text.	Choose an item.	0
ASSISTANT RABBI	Click here to enter text.	Choose an item.	0
CANTOR	Click here to enter text.	Choose an item.	0
EDUCATOR	Click here to enter text.	Choose an item.	0
ASSISTANT EDUCATOR	Click here to enter text.	Choose an item.	0
ADMINISTRATOR	Click here to enter text.	Choose an item.	0
PROGRAM DIRECTOR	Click here to enter text.	Choose an item.	0
YOUTH WORKER	Click here to enter text.	Choose an item.	0
EARLY CHILDHOOD EDUCATOR	Click here to enter text.	Choose an item.	0
Click here to enter text.	Click here to enter text.	Choose an item.	0

Does the professional staff undergo a regular performance review process?		Choose an item.
How often?	Click here to enter text.	Please include a description of this process, especially as it applies to the educator.

PLEASE INDICATE NUMBER OF AUXILIARY STAFF AND WHETHER EACH IS FULL OR PART TIME.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL-TIME STAFF	PART-TIME STAFF
TO EARLY CHILDHOOD EDUCATOR(S)	0	0
TO RELIGIOUS SCHOOL EDUCATOR	0	0
TO RABBI(S)	0	0
TO CANTOR(S)	0	0
TO ADMINSTRATOR	0	0

NUMBER OF TEACHERS		SPECIALISTS	
TEACHERS	0	ART	0
ASSISTANT TEACHERS	0	COMPUTER	0
SUPERVISORS / COORDINATORS	0	DANCE	0
	0	DRAMA	0
	0	HEBREW	0
	0	LEARNING CENTER	0
	0	LIBRARIAN	0
	0	CUSTODIAL STAFF (FULL/PART TIME)	0

IV. FACILITIES

SANCTUARY	<input type="checkbox"/>	COMPUTER ROOM	<input type="checkbox"/>
CHAPEL	<input type="checkbox"/>	ART ROOM	<input type="checkbox"/>
LIBRARY	<input type="checkbox"/>	MUSIC ROOM	<input type="checkbox"/>
SOCIAL HALL / AUDITORIUM	<input type="checkbox"/>	YOUTH LOUNGE	<input type="checkbox"/>
SANCTUARY / SOCIAL HALL COMBINATION	<input type="checkbox"/>	TEACHER RESOURCE CENTER	<input type="checkbox"/>
STUDENT LEARNING CENTER	<input type="checkbox"/>	EDUCATOR'S OFFICE	<input type="checkbox"/>
EARLY CHILDHOOD FACILITY	<input type="checkbox"/>	NUMBER OF CLASSROOMS	0
OTHER (PLEASE SPECIFY)	Click here to enter text.		

AGE of BUILDINGS:

MAIN SANCTUARY	0	CHAPEL	0	SCHOOL	0	LIBRARY	0	OFFICE AREA	0
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DO THE EARLY CHILDHOOD CENTER AND THE RELIGIOUS/HEBREW SCHOOL SHARE SPACE?

Click here to enter text.

If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

Click here to enter text.

V. PRIORITIES FOR THE EARLY CHILDHOOD EDUCATOR

ACTIVITY IN COMMUNITY	Choose an item.	INFORMAL EDUCATION/RETREATS	Choose an item.
ASSEMBLIES	Choose an item.	ISRAEL PROGRAMMING	Choose an item.
CAMP INVOLVEMENT	Choose an item.	LIBRARY/MEDIA	Choose an item.
CONGREGATIONAL PROGRAMMING	Choose an item.	SCHOOL ADMINISTRATION	Choose an item.
CIRRICULUM DEVELOPMENT	Choose an item.	TEACHER TRAINING	Choose an item.
FAMILY EDUCATION	Choose an item.	TEACHING ADULTS	Choose an item.
HEBREW	Choose an item.	TEACHING CHILDREN	Choose an item.
JEWISH PARENTING PROGRAMS	Choose an item.	TECHNOLOGY (COMPUTERS, ETC.)	Choose an item.

VI. CONGREGATIONAL IDENTITY

The year the Congregation / Institution was founded	0000	The year is became a member of the URJ (UAHC)	0000
The Shabbat prayer book used	Click here to enter text.		
The High Holy Day <i>machzor</i> used	Click here to enter text.		

What are the three primary goals of your congregation/institution?	Click here to enter text.
What are the congregation's/institution's strengths?	Click here to enter text.
What are the strengths of your early childhood program?	Click here to enter text.
What three qualities in your Early Childhood Educator are most important to the congregation/institution?	Click here to enter text.
The three most important priorities of the congregation/institution's Early Childhood Educator should be:	Click here to enter text.
The single most important thing an Early Childhood Educator needs to know about the congregation/institution is:	Click here to enter text.
The three most important issues facing the congregation/institution in the next five years will be:	Click here to enter text.

VII. INCUMBENT EARLY CHILDHOOD EDUCATOR

Has the current Early Childhood Educator been informed that the congregation / institution is in placement?	Choose an item.
On what date will the current educator relinquish his/her position?	Click here to enter a date.

VIII. COMMUNITY ATTRACTIONS

General population of location	0	Total Jewish population	0
Number of other Jewish congregations in the area	0	Number that are Reform	0
JCC	<input type="checkbox"/>	Federation	<input type="checkbox"/>
Jewish Family Service	<input type="checkbox"/>	Central Jewish education agency	<input type="checkbox"/>
Jewish grade school	<input type="checkbox"/>	Grades?	0 to 0
What kind of schools do the majority of members' children attend?	Choose an item.		
Colleges, universities and music conservatories in the area include	Click here to enter text.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	Click here to enter text.		

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. For example, the "Proposed Salary" section should read, "the salary range is \$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." PLEASE **DO NOT** WRITE "negotiable", or "open," or "not yet determined" with no numbers included. **Without this information, your position will not be included in the ARJE's placement listings. It is also highly recommended that you not list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE	Click here to enter text.
Percentage of pension (RPB) in addition to salary (15% recommended)	0 %
Length of original contract (two years recommended)	0 years

STANDARD BENEFITS FOR THE EARLY CHILDHOOD EDUCATOR, IN ADDITION TO SALARY

Major Medical Insurance	<input type="checkbox"/>	Congregational Membership	<input type="checkbox"/>	ARJE Conference	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	Religious School Tuition	<input type="checkbox"/>	NAEYC Conference	<input type="checkbox"/>	Laptop Computer	<input type="checkbox"/>
Medical-Hospitalization	<input type="checkbox"/>	Early Childhood Tuition	<input type="checkbox"/>	ECE-RJ Conference	<input type="checkbox"/>	Israel Trips	<input type="checkbox"/>
Long Term Disability Insurance	<input type="checkbox"/>	Professional Dues	<input type="checkbox"/>	URJ Regional Conference	<input type="checkbox"/>	Moving Allowance	<input type="checkbox"/>
Sabbatical	<input type="checkbox"/>	Books & Periodicals	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (please specify)	Click here to enter text.						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	Choose an item.
If "YES" please indicate which one and the title by which it is being listed.	Click here to enter text.

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will:

- A. In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
- B. Refrain from contacting private individuals;
- C. Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
- D. Reimburse all travel and related expenses for an Educator invited for an interview;
- E. Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS* ("The Blue Book"), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
- F. On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
- G. **NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EARLY CHILDHOOD EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.**

Name of person completing this form	Click here to enter text.	Position in congregation / institution	Click here to enter text.
Signature	Click here to enter text.		Date Click here to enter a date.

CHAIRPERSON OF THE EARLY CHILDHOOD EDUCATOR SEARCH COMMITTEE

NAME	Click here to enter text.	POSITION	Click here to enter text.
STREET ADDRESS	Click here to enter text.		
CITY, STATE/PROVINCE	Click here to enter text.	ZIP CODE/POSTAL ZONE	0
TELEPHONE NUMBER	0	FAX	0
E-MAIL	Click here to enter text.		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			

**IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT,
PLEASE ENCLOSE A COPY**