



The  
**Association of  
 Reform Jewish Educators**  
 Since 1955

633 Third Avenue | New York, NY 10017-6778

**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](mailto:sschickler@reformeducators.org)

<b>CONGREGATION/INSTITUTION</b>	<b>DATE OF APPLICATION</b>
<b>STREET ADDRESS</b>	
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	
<b>TELEPHONE NUMBER</b>	<b>FAX</b>
<b>E-MAIL</b>	<b>WEBSITE</b>
<b>URJ DISTRICT</b>	<b>DATE POSITION IS AVAILABLE</b>
<b>POSITION TITLE</b>	<b>FULL or PART-TIME</b>

- Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel  
 When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, all of whom would be supervised by the DoLJL or DoLL
  
- Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)  
 When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.
  
- Religious School Director (RSD)**—Primary responsibility is direction of the religious school
  - Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director
  
- School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

**PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION**

## I. DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL	AVERAGE # OF ANNUAL B'NAI MITZVAH
THIS YEAR				
FIVE YEARS AGO				
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
OTHER (specify):		

HEBREW BEGINS IN GRADE	AND CONTINUES THROUGH GRADE	CONFIRMATION BEGINS IN GRADE
ADULT PROGRAMMING		JEWISH PARENTING PROGRAMMING
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP (CONGREGATION ONLY)			
OTHER (specify)			

## 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			
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR			
ASSISTANT EDUCATOR			
ADMINISTRATOR			
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			

Does the professional staff undergo a regular performance review process? How often? Please include a description of this process, especially as it applies to the educator.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR		

NUMBER OF TEACHERS	SPECIALISTS
COORDINATORS / DEPARTMENT HEADS	ART
PRIMARY	COMPUTER
INTERMEDIATE	DANCE
UPPER	DRAMA
BAR / BAT MITZVAH	HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)	

#### IV. FACILITIES

SANCTUARY	NUMBER OF CLASSROOMS
CHAPEL	ART ROOM
LIBRARY	MUSIC ROOM
SOCIAL HALL / AUDITORIUM	YOUTH LOUNGE
SANCTUARY / SOCIAL HALL COMBINATION	TEACHER RESOURCE CENTER
	EDUCATOR'S OFFICE
	COMPUTER ROOM
	STUDENT LEARNING CENTER
OTHER (SPECIFY)	
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	

AGE of BUILDINGS:	SANCTUARY	SCHOOL	OFFICE AREA
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If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	and became a member of the URJ (UAHC) in
The Shabbat prayer book used is	
The High Holy Day <i>machzor</i> used is	
Has the Religious School received ARJE Accreditation ?	If yes, in what year ?

What are the three primary goals of your congregation/institution?

What are the congregation's/institution's strengths?

What are the strengths of your educational program?

What three qualities in your Educator are most important to the congregation/institution?

The three most important priorities of the congregation/institution's Educator should be:

The single most important thing an Educator needs to know about the congregation/institution is:

The three most important issues facing the congregation/institution in the next five years will be:

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?
On what date will the current educator relinquish his/her position ?

## VII. COMMUNITY ATTRACTIONS

General population of location	Total Jewish population
<b>JEWISH INSTITUTIONS IN AREA</b>	
JCC	
Federation	
Jewish Family Service	
Central Jewish Education Agency	
Jewish Day School (which grades) ?	
Other	
Majority of members' children attend public school, private school, or Jewish day school ?	
Colleges, universities and music conservatories in the area include	
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	

## VIII. REMUNERATION

**INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.** The "Proposed Salary" section should read, for example, "\$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

Percentage of pension (RPB) in addition to salary (15% recommended)

Length of original contract (two years recommended)

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Moving Allowance	Books & Periodicals	Sabbatical
Major Medical Insurance	Professional Dues	Congregational Membership	Cell Phone
Dental Insurance	ARJE Conference	Religious School Tuition	Laptop Computer
Long Term Disability Insurance	URJ Biennial	Early Childhood Tuition	Israel Trips
	Regional URJ Gathering		
Other (please specify)			

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service ?

If "YES" please indicate which one and the title by which it is being listed

### 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	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> ("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;
E	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.
F	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

Name of person completing this form and position in congregation / institution

Signature

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	POSITION
STREET ADDRESS	
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	
TELEPHONE NUMBER	FAX
E-MAIL	
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