



The
Association of
Reform Jewish Educators
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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

CONGREGATION/INSTITUTION	The Valley Temple	DATE OF APPLICATION	October 20, 2019
STREET ADDRESS	145 Springfield Pike		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cincinnati, OH 45215		
TELEPHONE NUMBER	513-761-3555	FAX	513-679-7700
E-MAIL	rabbikopnick@valleytemple.com	WEBSITE	www.valleytemple.com
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2020
POSITION TITLE	Director of Education and Engagement	FULL or PART-TIME	Full

- ☐ **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

The Valley Temple Director of Education and Engagement Job Description

We seek a qualified Jewish professional who has experience in experiential and informal Jewish education, and has working knowledge of trends and best practices for small congregations. This professional will help us evolve our family education program, implement new learning and classroom resources, and inspire the faculty to innovate in their programs. In addition the professional will develop a comprehensive program to develop membership recruitment and engagement. We seek someone who has received a Master's degree in Jewish Education or a related field. We would welcome candidates with rabbinic ordination, but intend this job to not have rabbinic based pastoral or ritual responsibilities. The successful candidate will be energetic, positive, and intentional about creating meaningful relationships with Temple members and staff.

Religious School Responsibilities:

1. Supervise and provide professional development for Religious School and Hebrew School Faculty for toddler program and grades Pre-K through 8. Be present when school is open.
2. Supervise and provide training for student-aide (Madrachim) program.
3. Hire/fire/payroll administration for all faculty members and Madrichim in conjunction with the Rabbi.
4. Evolve and improve current programs including family education, Hebrew education, and experiential curricula.
5. Coordinate all programs and activities of the Valley Temple Religious School.
6. Organize the religious school calendar to coordinate with other events at the Temple.
7. Coordinate all aspects of operation of the Religious School, such as ordering supplies and books and setting up the classroom layout.
8. Implement and manage the Religious School budget.
9. Coordinate the B'nai Mitzvah program, and assist the rabbi and rabbinic intern in tutoring.
10. Develop and implement curricula in conjunction with the Rabbi and Religious School committee.
11. Participate in Jewish Educator's Council.
12. Communicate with parents, Rabbi, and Temple administration on a regular basis.
13. Attendance at and administration of Religious School committee.
14. Attend Shabbat services (at least twice per month) and coordinate religious school dinners

Director of Engagement Responsibilities:

1. Develop two Temple wide-multigenerational social programs per year.
2. Coordinate the creation of and support to groups based on age or other demographic criteria.
For example: Young Families, singles, empty nesters, etc.
3. Serve as staff member for a reformulated Membership Committee. This committee will create structure and practices to more completely identify and recruit new Temple members. He/she/they will also identify and set up (after purchase) engagement software to better connect and support temple membership. This committee will continue without a direct staff support after the funding of the position concludes.
4. Work with the rabbi to increase social action programming and educational opportunities for adults.
5. Supervise the on-line presence of the congregation
6. Increase opportunities for member engagement through relationship based programming.
7. Develop evaluation tools to help determine the effectiveness of programming.

The Valley Temple Mission Statement

The mission of the Valley Temple is the deepening of Jewish experience and knowledge for our members in order to strengthen faith in God, love of Torah, and identification with the Jewish People, through education, involvement in the Temple and participation in Jewish life. We will foster the

personal and spiritual growth of each member and each member's family in an atmosphere where respect for self and others is enhanced. We will design the Valley Temple to serve those preferring the greater intimacy, informality, and sense of personal satisfaction that can be more readily achieved in a smaller congregation.

The Valley Temple Religious School Mission Statement

The Valley Temple Religious School's mission is to develop in each child a positive Jewish identity through the joy of learning together, inspiring all of them to weave Jewish ideals into the rest of their lives.

I. DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL Gan/PK-8	AVERAGE # OF ANNUAL B'NAI MITZVAH
THIS YEAR	258	47	65	9
FIVE YEARS AGO	262	46	73	6
FUTURE DEMOGRAPHIC PROJECTIONS ARE Maintain				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
8	2	1	6	2	4	6	10	9	11	(8)	(5)	(6)	(6)
OTHER (specify): Gan Emek parent/toddler—6 Grades 9-12 in KULANU community high school program													

DAY CARE	No	PARENTS' DAY OUT	No	EARLY CHILDHOOD	No
OTHER (specify):					

HEBREW BEGINS IN GRADE	4	AND CONTINUES THROUGH GRADE	6	CONFIRMATION/GRAD in GRADE	12
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING			Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Goldman Union Camp—send 30+ each year—large percentage.			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9:45 a.m.-12:00 Noon	Tuesdays 6:30-7:30 p.m.	Part of KULANU Joint program Sunday evenings 5:30-7:10 p.m. offsite ½ year	Part of KULANU joint program
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP(CONGREGATION ONLY)			
OTHER (specify) Weekend retreats 3/year 1 Grades 4-6, 2 Grades 7/8			

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	Sandford R. Kopnick	Full	18
RABBINIC INTERN	Austin Zoot	Part-time	1
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Rabbi Judith Spicehandler	Interim/Part time	2 (not consecutive)
ASSISTANT EDUCATOR			
ADMINISTRATOR	Wendy Walsh	Full	38
PROGRAM DIRECTOR			
YOUTH WORKER	Brian Meeron	Part time	7
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. To be determined. Not currently part of the culture.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)			
TO RABBI(S)			
TO CANTOR(S)			
Admin Ass't	Amanda Rosenberg	PT supports all professional staff	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY	3	COMPUTER	
INTERMEDIATE	3	DANCE	
UPPER		Music	2
BAR / BAT MITZVAH		HEBREW	3
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?		LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)		2-Part time	

IV. FACILITIES

SANCTUARY	x	NUMBER OF CLASSROOMS	3-10 (flexible space)
CHAPEL		ART ROOM	
LIBRARY	x	MUSIC ROOM	When needed
SOCIAL HALL / AUDITORIUM	x	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION	x	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?			

AGE of BUILDINGS:	SANCTUARY	25	SCHOOL	5	OFFICE AREA	Building built in 1974. Sanctuary rehab 1992, 2016, All other space rehab 2015 and early childhood space added.
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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.

No

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1952	and became a member of the URJ (UAHC) in	1960
The Shabbat prayer book used is	Mishkan Tefillah		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

1. Be a refreshingly positive approach to Jewish life in Cincinnati
2. To be inclusive and welcoming
3. To celebrate Reform Judaism through worship, education, and community.

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

1. Size—not too big, not too small.
2. Finances—we live within our means
3. Varied program for adults, families, and children.

What are the strengths of your educational program?

We have a happy school, where the teachers are creative and inclusive. Because the classrooms are with “moveable walls,” the activities create the atmosphere, not the architecture. We try to approach the school as an experience rather than a school, thus allowing each family to determine what they hope to get out of the program, without feeling judged. We are inclusive and positive.

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

1. Creative and current in new modalities of delivering Jewish education to busy Temple members
2. Charismatic leader who can inspire additional participation among religious school families.
3. Social media savvy with an eye toward membership development.

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

1. Work as a partner with the rabbi in updating curriculum.
2. Work with the faculty and parents in furthering our warm and welcoming approach to Jewish experiences.
3. Develop additional programming for families and adults.

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

We have never had a full time director of education/program. We are hoping to have a great partnership with our rabbi who is very excited to welcome a new full-time member to our staff (It was his idea!) And that Valley has an “invitational” approach to learning.

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

1. Helping the greater community to see the Valley Temple as a destination for positive Reform Judaism
2. Understanding the changing nature of affiliation.
3. Keeping the strong financial footing the Temple currently enjoys.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	yes
On what date will the current educator relinquish his/her position ?	May 15, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	2.2 Million	Total Jewish population	20,000
JEWISH INSTITUTIONS IN AREA			
JCC	x		
Federation	x		
Jewish Family Service	x		
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Rockwern Academy PK-8, Cincinnati Hebrew Day School		
Other	Hebrew Union College-Jewish Institute of Religion University of Cincinnati Judaic Studies Department Wyoming Schools (45215) and Walnut Hills High School among the best in the state. Low Cost of Living. Students come from a variety of neighborhoods, including Wyoming, West Chester, Mason, Amberley Village, Pleasant Ridge, Hyde Park/Oakley, and Northside. 4 bedroom homes from \$200,000 and up.		

Majority of members' children attend public school, private school, or Jewish day school ?	Public.
Colleges, universities and music conservatories in the area include	University of Cincinnati, Xavier University, College Conservatory of Music (affiliated with U/C)
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Cincinnati Symphony Orchestra Growing theatre options including Tony winning <i>Playhouse in the Park</i> , Ensemble Theatre, Shakespeare Theatre Broadway series at Aronoff Center. Cincinnati College Conservatory of Music Large concert venues Cincinnati Museum Center (includes science museum, children's museum and New Holocaust and Humanity Museum). Underground Railroad Freedom Center, Opera Major League Baseball—Cincinnati Reds, NFL Football—Cincinnati Bengals College Basketball, professional hockey (not NHL) HUC-JIR Skirball Museum, American Jewish Archives. Kings Island Amusement Park

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	\$65,000-70,000
Percentage of pension (RPB) in addition to salary	10%
Length of original contract (two years recommended)	Two years—with an option for a 3 rd year.

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	x	Moving Allowance	x	Books & Periodicals		Sabbatical
Major Medical Insurance	x	Professional Dues	x	Congregational Membership	x	Cell Phone
Dental Insurance		ARJE Conference	x	Religious School Tuition	x	Laptop Computer
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition		Israel Trips
		Regional URJ Gathering				
Other (please specify)	Flex time, if educator wishes to work toward advance degree at HUC-JIR or other higher learning.					

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	No
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	NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.

Name of person completing this form and position in congregation / institution	Sandford R. Kopnick, Rabbi The Valley Temple
Signature <i>Rabbi Sandford R. Kopnick</i>	

CHAIRPERSONS OF THE EDUCATOR SEARCH COMMITTEE

NAME	Rabbi Sanford Kopnick and Michelle Steed	POSITION	Religious School Committee Chair
STREET ADDRESS	145 Springfield Pike		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cincinnati, OH 45215		
TELEPHONE NUMBER	513-761-3555	FAX	513-679-7700
E-MAIL	rabbikopnick@valleytemple.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
rabbikopnick@valleytemple.com		Rabbi Sanford Kopnick	
michellesteed@zoomtown.com		Michelle Steed, Chair	

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