



# 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>	Beth-El Jewish Congregation of Chicago d/b/a Temple Beth-El of Northbrook	<b>DATE OF APPLICATION</b>	12/3/19
<b>STREET ADDRESS</b>	3610 Dundee Rd.		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Northbrook, IL 60062		
<b>TELEPHONE NUMBER</b>	847.205.9982	<b>FAX</b>	847.205.9921
<b>E-MAIL</b>	jhadesman@templebeth-el.org	<b>WEBSITE</b>	www.templebeth-el.org
<b>URJ DISTRICT</b>	Midwest	<b>DATE POSITION IS AVAILABLE</b>	7/1/20
<b>POSITION TITLE</b>	Director of Congregational Learning	<b>FULL or PART-TIME</b>	Full Time

☐ **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**

**Temple Beth-El  
Director of Congregational Learning  
Position Description**

Temple Beth-El, a Reform congregation in Northbrook, IL. is seeking an organized, enthusiastic, innovative, broad thinking, warm and highly motivated Director of Congregational Learning. The Director is responsible for developing a comprehensive vision of education within the congregation, in collaboration with the Senior Rabbi, Cantor and staff. He/she/they will work closely with clergy and lay leaders, ensuring all educational programs are coordinated and consistent with the congregational goals of this multi-generational and inclusive congregation. The Director of Congregational Learning is a full time position reporting to the Senior Rabbi.

**Leadership / School Administration**

- Work closely with the Rabbi, Cantor, and Education Committee to further TBE education goals.
- Provide direction in designing and implementing Judaic and Hebrew.
- Oversee Youth Director to develop shared vision and programming for Youth.
- Develop Adult Education programs with lay leaders.
- Represent Temple Beth-El in local Jewish organizations, develop networking relationships with professional colleagues, professional and related organizations such as the URJ.
- Meet regularly with the Vice President of Education and provide leadership in developing the Committee's priorities.
- Attend monthly TBE Board and Education Committee meetings.
- Serve as a member of the TBE Senior Staff Team.

**Curriculum, Program Development & Teaching**

- Define educational objectives and develop, implement, monitor, evaluate and revise curriculum where needed.
- Identify and execute appropriate methodology to evaluate student progress.
- Remain current with educational trends and best practices in the field.
- Partner with Cantor to develop school Tefilot program and Music curriculum.
- Partner with parents, TBE staff and community resources to identify students' unique needs. Advocate for families and students to ensure all learning opportunities are accessible.
- Design, develop, implement and evaluate programs to include parents and/or families of students of all grade levels, including working with staff on our Temple retreat.
- Develop and promote Adult Education programs in a timely manner utilizing TBE and community resources.
- Teach Adult Education courses when subject matter is consistent with knowledge and training.
- Identify student's unique needs to ensure all learning opportunities are available.

**Engagement**

- Engage lay leaders and TBE staff to identify, promote, oversee and evaluate programming.
- Actively engage in the TBE community life.
- Build meaningful relationships by developing strong relationships with students, parents and the TBE community at large.

**Communication**

- Develop relationships with students, parents and members of the TBE community.
- Prepare bi-monthly articles for the TBE newsletters.
- Proactively communicate with clergy, staff and parents.
- Respond to contacts in an expeditious and professional manner.

**Administrative/Budget**

- Responsible for day to day operation of the Temple Beth-El Slavin Malkin School including: hiring and evaluation of teachers, developing annual school calendar, scheduling classes and teacher assignments, directing and overseeing school.
- Work effectively with Education & Communication Coordinator and office staff regarding all communication and activities.
- Develop and communicate teacher expectations and provide professional development to maintain a high quality educational staff and program.
- Supervise Judaic/Hebrew school teachers and support staff.
- Develop and implement strategies for informal enrichment programs such as Shabbat class dinners, holiday programs, children services, tot Shabbat, etc.
- Coordinate B'nai Mitzvah date assignments and maintain calendar of dates.
- Work in partnership with clergy on B'nai Mitzvah students' Divrei Torah.
- Oversees all aspects of the operation of the Podolsky and Children's Library.
- Identify and actively pursue grant opportunities to enhance educational programming.
- Work with the Executive Director, Vice President of Education, Vice President of Finance, on the development, implementation and management of the annual budget for all aspects of educational programming.

**Qualifications:**

- Bachelor's degree in Jewish Education or a related field, Master's degree preferred.
- Professional experience and expertise in overseeing a Jewish Education Program and supervising staff.
- Background in Judaic/Hebrew education.
- Minimum 5+ years teaching experience preferred.
- Minimum of 3-5 years' experience in Education Administration.
- Strong problem solving, interpersonal and written and oral communication skills.

## 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	435	70	104	9
FIVE YEARS AGO	504	121	190	24
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
NA	4	10	11	19	12	16	15	7	5	1	4	0	0
OTHER (specify):													

DAY CARE	NA	PARENTS' DAY OUT	NA	EARLY CHILDHOOD	NA
OTHER (specify): Board of Jewish Education Early Learning Center rents space in our building. No supervision currently needed.					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		OSRUI			

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30 – 11:30 am	Tuesdays 4:00 – 6:00 pm	Sundays 11:30 am – 12: 45 pm	Sundays 11:30 – 12:45
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMMING	PARENTS' DAY OUT
NA	NA	Some Friday evenings, Sat. or Sun. mornings	NA
CAMP(CONGREGATION ONLY)	NA		
OTHER (specify)	NA		

## 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	Rabbi Sidney Helbraun	Full	24 years
ASSOCIATE RABBI	NA		
ASSISTANT RABBI	NA		
CANTOR	Cantor Adam Kahan	Full	2 years
EDUCATOR	Mandy Herlich	Full	5 years
ASSISTANT EDUCATOR	NA		
ADMINISTRATOR	Janice Hadesman	Full	6 years
PROGRAM DIRECTOR	Adam Pauley	Part- time	
YOUTH WORKER	NA		
EARLY CHILDHOOD EDUCATOR	NA		
Rabbi Emeritus	Rabbi Victor Weissberg		

**Does the professional staff undergo a regular performance review process? Yes**

**How often? Please include a description of this process, especially as it applies to the educator.**

All senior staff positions undergo an annual review conducted by lay leadership and the Senior Rabbi. The Director of Congregational Learning completes a self-evaluation with a written matrix as a guide. Input is solicited from members of the Education Committee, parents, members of the Board of Director and staff. In addition to an oral review, a written evaluation based on the matrix review is provided.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Shaina Farwell	Full	3.5 years
TO RABBI(S)	Leslie Hanus	Part-time	9 months
TO CANTOR(S)	Leslie Hanus	Part-time	9 months
TO ADMINSTRATOR	Holly Hamburg	Part-time	1.5 years

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	0	ART	1
PRIMARY K - 2	3	COMPUTER	0
INTERMEDIATE 3 - 5	3	DANCE	0
UPPER 6 – 8	3	DRAMA	0
BAR / BAT MITZVAH	1	HEBREW	0
HIGH SCHOOL / POST B'NAI MITZVAH	1	LEARNING CENTER	Special Needs 3
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)		1 full time plus 3 part- time	

#### IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	16
CHAPEL	Yes	ART ROOM	Yes
LIBRARY	2	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? Yes			

AGE of BUILDINGS:	SANCTUARY	17	SCHOOL	29	OFFICE AREA	17
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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.

NA

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1871	and became a member of the URJ (UAHC) in	Rejoined in 2008
The Shabbat prayer book used is	Mishkan T'filah		
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?**

- To provide an inclusive and welcoming environment.
- To ensure a spiritual home that is welcoming and represents the values of the Jewish community (e.g., LGBTQ, Interfaith, young, old, ethnically and geographically diverse).
- To promote and encourage Jewish values.

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

- We attract congregants from a large geographical area including many suburbs.
- We are an intimate congregation.
- We have a long history dating back to 1871.
- We embrace tradition while incorporating opportunities for innovation.

**What are the strengths of your educational program?**

- We have a strong cohort of lay leaders.
- Education is highly valued in the congregation across all age groups.
- We have a strong integrated music program.
- We have collaborative clergy and professional staff.

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

We are seeking an experienced, dynamic, innovative educator who has developed curricula and prioritizes relationships with students, congregants and TBE staff.

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

- Self-starter with strong administrative and supervisory skills.
- Curriculum development with the ability to routinely evaluate the program and address and integrate current topics.
- Inclusive programming and differentiation of instruction.

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

As a warm, inviting, family-focused congregation, Temple Beth-El fully empowers and supports its educator in implementing his/her/their educational vision and its impact on our Temple members of all ages.

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

- Responding to the needs and stressors of contemporary North Shore Chicago families.
- Sustaining and expanding involvement of families beyond bnai mitzvah years.
- Responding to the needs of the increasingly secular expression of Judaism.

**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 ?	6/30/20

**VII. COMMUNITY ATTRACTIONS**

General population of location	33,200	Total Jewish population	
JEWISH INSTITUTIONS IN AREA	Yes		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Yes, K – 8 and High School		
Other	A strong local ARJE community (CHARJE) that meet regularly to collaborate.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public		

Colleges, universities and music conservatories in the area include	Trinity University located in the adjacent suburb. We are within 25 miles of Northwestern University, Spertus Center for Jewish Learning and Culture, Columbia College, North Park University, National Lewis University, DePaul University.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Northbrook and the surrounding suburbs have a variety of community and professional cultural opportunities including theater, music and sports. We are within 25 miles of Chicago with outstanding public transportation. Spertus Institute for Jewish Learning and Leadership, Illinois Holocaust Museum and Education Center, Botanic Gardens, local community theatre, strong local JUF and JNF.

## 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."**


<b>PROPOSED SALARY or SALARY RANGE</b>	\$70,000 - \$80,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	6%
<b>Length of original contract (two years recommended)</b>	2 years with an option for an additional year

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	Yes	Sabbatical
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone
Dental Insurance		ARJE Conference	*	Religious School Tuition	Yes	Laptop Computer
Long Term Disability Insurance	Yes	URJ Biennial	*	Early Childhood Tuition		Israel Trips
		Regional URJ Gathering	*			
Other (please specify)	* Not to exceed \$2500 combined.					

### Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	Yes
If "YES" please indicate which one and the title by which it is being listed	Jewish Jobs.com

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	Janice Hadesman, Executive Director
Signature	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Sandy Ridker	<b>POSITION</b>	Search Committee Chairperson
<b>STREET ADDRESS</b>	3050 Pheasant Creek Drive #108		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Northbrook, IL 60062		
<b>TELEPHONE NUMBER</b>	847.542.3146	<b>FAX</b>	
<b>E-MAIL</b>	sandyridker@gmail.com		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
Janice Hadesman	jhadesman@templebeth-el.org		
Sandy Ridker	sandyridker@gmail.com		

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

(See next page)



# Temple Beth-El

## **Vision Statement**

Temple Beth-El, a reform congregation, is an engaging destination for connection, comfort, joy and spirituality. We are a home where all are encouraged to explore their knowledge, faith and activism within a safe atmosphere to find their place in Judaism.

## **Mission Statement**

Working toward “living” this vision, Temple Beth-El’s services, programs and resources will strive to:

- Find ways to continue to build an inclusive community among our membership. This includes the entire spectrum of our Jewish community: people of all ages, races, abilities, interfaith families, people who are single, partnered and the LGBTQ community. All who wish to explore their identity to Judaism are welcome.
- Expand engagement among our membership as a progressive reform congregation through contemporary and innovative education for our students and through faith-based and life-based programming for our adults.
- Build upon our commitment to Tikkun Olam (repair the world) and G’milut Chasadim (deeds of lovingkindness) and the celebration of life as a community through Avodah (in our worship) and Torah (in our study).
- Provide support and solidarity for Israel through various programming and educational opportunities thereby giving our adults and youth the freedom and comfort to connect to Israel in a personal meaningful way.

With clergy focused on its members’ needs, Temple Beth-El is the ideal place to express and explore your Jewish faith; a home to make meaningful connections to both our local and global Jewish community, to come together to lift up the human spirit, engage in life-long learning and participate in community service.