



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

CONGREGATION/INSTITUTION	Temple Beth El San Pedro	DATE OF APPLICATION	1/17/2020
STREET ADDRESS	1435 West Seventh Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	San Pedro, CA 90732		
TELEPHONE NUMBER	(310) 833-2467	FAX	(310) 833-6504
E-MAIL	TBEoffice@bethelsp.org	WEBSITE	www.bethel.org
URJ DISTRICT	Los Angeles District of the central / SoCAL Region	DATE POSITION IS AVAILABLE	July 1, 2020
POSITION TITLE	Director of Education	FULL or PART-TIME	Part-Time

Religious School Director (RSD)—Primary responsibility is direction of the religious school

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

- I. Responsible for developing, implementing, and supervising Temple's program of religious education.
- II. Recruit, select, supervise and periodically evaluate school faculty and support staff.
- III. Establish classroom curricula
- IV. Maintain student records, monitor student enrollment, review and distribute report cards, take disciplinary action and, in all other respects, act in the capacity of School Principal.
- V. Establish a calendar of class sessions and holidays.
- VI. Prepare and submit a proposed Torah School budget during the annual budgeting process and then manage the expenses in accordance with the approved budget.
- VII. Plan, coordinate and supervise Camp Weekend programs and activities
- VIII. Prepare and distribute manuals, handbooks and such additional written material to students, faculty and parents as may be appropriate
- IX. Plan, organize and conduct orientation and training programs for faculty, students and parents
- X. Plan, coordinate, and supervise children's educational programs and activities during Temple's High Holy Day religious services
- XI. Make monthly reports and attend meetings of Temple's Board of Education and Board of Directors.
- XII. Attend regular meetings of Temple's professional and administrative staff and work cooperatively with Temple's Rabbi and Cantor to help plan, coordinate and evaluate Temple's comprehensive program of spiritual, educational and social events.

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	224	36	60	10
FIVE YEARS AGO	248	47	68	10
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

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

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING			JEWISH PARENTING PROGRAMMING		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Newman, 6 Points Sci-Tech, 6 Points Sports					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9am – 12pm	Thursdays 4:00-6:00pm	Sundays 12:00 – 2:15pm	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
n/a	n/a		n/a
CAMP(CONGREGATION ONLY)	n/a		
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	Cassi Kail	Full Time	This is her first year
ASSOCIATE RABBI	n/a		
ASSISTANT RABBI	n/a		
CANTOR	Ilan Davidson	Full time	25 years
EDUCATOR	Racheli Morris	Part-time	2 years
ASSISTANT EDUCATOR	n/a		
ADMINISTRATOR	n/a		
PROGRAM DIRECTOR	n/a		
YOUTH WORKER	n/a		
EARLY CHILDHOOD EDUCATOR	n/a		

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.

There has not been a formal review process at Temple Beth El, but we are in the process of creating one. The educator will meet weekly with Rabbi Kail to discuss issues that are important to the success of Torah School, and to you in this position. In addition, you are invited to have regular meetings with the Temple president(s). Each year we hope to have a conversation about what has gone well and where there is room for improvement. It is our hope that because of continued communication, nothing in an evaluation will be a surprise.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Carrie Hernandez	Full time	8
TO RABBI(S)	Carrie Hernandez	Full time	8
TO CANTOR(S)	Carrie Hernandez	Full time	8
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS	n/a	ART
PRIMARY	3	COMPUTER
INTERMEDIATE	2	DANCE
UPPER	Rabbi/Cantor	DRAMA
BAR / BAT MITZVAH	Rabbi/Cantor	HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	Rabbi/Cantor/ Educator	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)	2 part-time	

IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	9
CHAPEL	X	ART ROOM	
LIBRARY	X	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	X
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	X
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	There is a co-op preschool that rents space in the building. They use two rooms that are also used by the Torah school (for the youngest grades)		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes, see above		

AGE of BUILDINGS:	SANCTUARY	SCHOOL	OFFICE AREA	Building was totally refurbished in 2016
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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.

N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1922	and became a member of the URJ (UAHC) in	1959
The Shabbat prayer book used is	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?	Yes	If yes, in what year ?	

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

- 1) Teach Torah in an easily accessible and engaging way to adults and children of all ages. This includes opportunities to act on our learned Jewish values through the sacred work of tikkun olam.
- 2) Create a community in which everyone feels accepted, appreciated, uplifted and supported on their own personal Jewish/Jewish-adjacent journey.
- 3) Inspire participation in Jewish practices, holidays and celebrations in and outside of our temple's walls.

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

- Dedicated membership, including several multi-generational families.
- Financial strength based on endowment, building campaign and balanced budget.
- Beautiful building that was fully renovated in 2016.
- A rich 98 year old history, which has enabled us to develop deep roots within the South Bay area.
- Strong programming.

What are the strengths of your educational program?

- Excellent teacher to student ratio with small class sizes.
- Families, staff and clergy are engaged, warm, enthusiastic, diverse, welcoming and dedicated.
- We just began a new initiative called The Open Tent Project. Our coordinator, Doris Jacobson, will spearhead this outreach program, as we strive to engage unaffiliated Jews in the larger community.
- The Board of Educator participates in a collaborative manner.

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

- Inspire and innovate the formal and informal Jewish learning in our Torah School.
- Enthusiastic, friendly, approachable, and able to create meaningful relationships with Torah School families.
- A team player, who is available to the congregation and collaborates with the staff, clergy, congregation and community.

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

- Building and maintaining progressive and engaging curriculum.
- Mentoring and supporting teaching staff.
- Serving as a resource to families, building meaningful relationships.

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

- We are an inclusive community which supports, encourages, celebrates, and values diversity and interfaith families.

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

- Build on our tradition of service to our community.
- Continue to appeal and to remain relevant to different generations in a changing community.
- Create a welcoming atmosphere that brings in unaffiliated Jews, and shows them all that we have to offer.

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 31, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	Total Jewish population
JEWISH INSTITUTIONS IN AREA	
JCC	Long Beach JCC, Los Angeles JCC
Federation	Los Angeles 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 ?	Public School
Colleges, universities and music conservatories in the area include	California State University, Long Beach; California State University, Dominguez Hills; Harbor College; El Camino College
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Regional theaters, museums, symphony, opera, sports

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	\$35-\$45,000 commensurate with experience – half time position
Percentage of pension (RPB) in addition to salary (15% recommended)	14% of base salary
Length of original contract (two years recommended)	Expectation is a 2year contract

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)	Right now we pay pension contribution, 2 weeks PTO, a small travel/conference allowance. All else is negotiable.		

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	Marla Shwartz, Vice President of Education, Temple Beth El
Signature	Marla Shwartz

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Marla Shwarts	POSITION	Vice President of Education, Temple Beth El, San Pedro
STREET ADDRESS	Temple Beth, 1435 West Seventh Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	San Pedro, CA 90732		
TELEPHONE NUMBER	(310) 833-2467	FAX	(310) 833-6504
E-MAIL	mshwarts@verizon.net		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
TBEoffice@bethelsp.org ,			
mshwarts@verizon.net			

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