



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	Baltimore Hebrew Congregation	DATE OF APPLICATION	1/30/20
STREET ADDRESS	7401 Park Heights Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Baltimore, MD 21208		
TELEPHONE NUMBER	410-764-1587	FAX	410-764-7948
E-MAIL	jwindman@baltimorehebrew.org (Jo Ann Windman, Executive Director)		
WEBSITE	Baltimorehebrew.org		
URJ DISTRICT	East	DATE POSITION IS AVAILABLE	July 1, 2020
POSITION TITLE	Director of Education	FULL or PART-TIME	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

Director of Education Job Description

Baltimore Hebrew Congregation

The Director of Education is a member of Baltimore Hebrew Congregation's (BHC) senior staff. We are a large and dynamic Reform Jewish congregation, whose education programs including Jewish identity and knowledge, prayer and B'nai Mitzvah, social justice, Hebrew, Israel programming and more. The Director of Education is our primary educational leader towards addressing all these areas. The position's main focus is on Youth Education, but is involved in all congregational educational offerings.

The Director of Education reports to our Senior Rabbi, and collaborates with the other clergy, the Executive Director, other staff, and lay leaders (including the chair of the Religious School Advisory Committee). The Director of Education supervises the Assistant Director of Education (currently focused on post-B'nai Mitzvah programming), Administrative Assistant (20 hours a week), and part-time faculty. Depending on their prior experience, the Director of Education may either supervise or support the Director of BHC's E. B. Hirsh Early Childhood Center.

Primary Areas of Responsibility:

- Build relationships with families, children, faculty, and other members of our congregational community.
- Embrace BHC's Reform Jewish vision and goals.
- Oversee all aspects of BHC's Youth Education program (including Sunday mornings and other opportunities) on all levels, including but not limited to: vision, curriculum, faculty, calendar, facility utilization, budget, recruitment and retention.
- Recruit, hire, guide, evaluate, and retain highly qualified and kind faculty.
- Maintain BHC's flexible and creative approach to Youth Education, while continuing to develop innovative offerings and curriculum.
- Oversee Hebrew education (currently utilize Onward Hebrew) and, with cantors, collaborate on B'nai Mitzvah program.
- Manage, in coordination with the Controller and Budget Committee, the financial aspects of Youth Education and Adult Education, such as budget, faculty compensation, reporting to BHC bookkeeper for payroll and other expense, etc.
- Encourage Jewish camp and Israel trip attendance.
- Develop Family Education programming.
- Communicate with parents and faculty.
- Coordinate and develop BHC's adult education opportunities, together with clergy.
- Collaborate with other congregations, educators, and Jewish organizations.
- Attend and participate in congregational meeting, such as Board of Electors, as requested. Interact with the Religious School Advisory Committee.

Qualifications:

Previous youth education leadership required.

Masters Degree preferred

Open-minded, friendly, collaborative attitude a must.

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	1183	190 approximately	348 (PreK-12 th)	30
FIVE YEARS AGO	1193	170 approximately	280 (PreK-12 th)	25
FUTURE DEMOGRAPHIC PROJECTIONS ARE for continued general congregational stability with continuing growth among our younger families.				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
24	19	28	22	48	27	30	28	33	16	7	11	13	9
OTHER (specify): 5 students in alternative Jewish study arrangements or day schools.													

DAY CARE	40 infant and toddler	PARENTS' DAY OUT	NA	EARLY CHILDHOOD	35 2's-PreK
OTHER (specify):					

HEBREW BEGINS IN GRADE	1st	AND CONTINUES THROUGH GRADE	7 th	CONFIRMATION BEGINS IN GRADE	See *
ADULT PROGRAMMING	Range of offerings, i.e. Hebrew, Adult B’nai Mitzvah, semester long classes, Shabbat Torah Study, etc.			JEWISH PARENTING PROGRAMMING	Variety
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		12 at URJ camps; 50 at other Jewish camps (which include 3 local camps)			

*BHC's post-B'nai Mitzvah program is a unified set of formal and informal offerings. Confirmation is technically in 10th grade, but is part of Next Gen: The Millie and Alvin Blum 8th-12th Grade Teen Program. See https://www.baltimorehebrew.org/clientuploads/2_Learning/Youth/NextGen19-20_Booklet.pdf

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays, 9am-Noon	NA	3 Sundays a month, 10:30am-Noon	Variety of days & times
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
7am-6pm	7am-6pm		NA
CAMP(CONGREGATION ONLY) One week day camp at the end of summer.			
OTHER (specify) BHC also offers and experiments with a variety of different learning opportunities, such as PJ Havdallah, volunteer opportunities, etc.			

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	Andrew Busch	Full-Time	12
RABBI	Elissa Sachs-Kohen	Full-Time	16
SENIOR CANTOR	Ben Ellerin	Full-Time	2
CANTOR	Ann Sacks	Part-Time, 60%, focused on tutoring	20 years, including before ordination
EDUCATOR	Brad Cohen	Full-Time	10 (until June 20, 2020)
ASSISTANT EDUCATOR	Alicia Gallant	Full-Time	1, focus on Post-B'nai Mitzvah
EXECUTIVE DIRECTOR	Jo Ann Windman	Full-Time	31 years, 15- current position
PROGRAM DIRECTOR	Jillian Manko	Part-Time, Full starting June 2020	Since January 1, 2020
YOUTH WORKER	See Assistant Educator above		
EARLY CHILDHOOD EDUCATOR	Jen Platt	Full-Time	8 at BHC, 3.5 as Assistant ECE Director, 1 in current position
DEVELOPMENT DIRECTOR	Annette Saxon	80%	10

COMMUNICATIONS DIRECTOR	Renee Gelinas	Full-Time	Since January 13, 2020
CONTROLLER/BOOKKEEPER	David Weis, Ebony Jackson	Full-Time both	21 years, 2 years

**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.**

BHC has a standard review process for all our professional staff and clergy. We aim for an annual review process. BHC's review process is holistic, focusing simultaneously on the professional's goals, performance, and experience and, also, upon the congregation's and staff's work environment, goals, and communal reality. We are looking to address shared vision, growth, and challenges for each professional and the whole congregational system.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Sarah Fedder	Part-Time, 50% plus a Sunday morning person	2
TO SENIOR RABBI	Iris Powell	Part-Time , 75%	28 years
TO RABBIS & CANTORS	Marci Messick	Full-Time	1
TO ADMINSTRATOR	Lauren Yetter Francie Gill (Events)	Full-Time Full-Time	5 years 22 years

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	0	ART	0
PRIMARY	19	COMPUTER	0
INTERMEDIATE	5	DANCE	0
UPPER	3	DRAMA	0
BAR / BAT MITZVAH	Cantor Sacks	HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	Included in Upper	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)	5 FTE		

* Our post-B'nai Mitzvah program also engages a range of different congregants or members of the larger community for specific, short-term opportunities, for example "Boxing and Jewish Values" or "Hiking on the Appalachian Trail."

IV. FACILITIES

SANCTUARY	1600 seats	NUMBER OF CLASSROOMS	25
CHAPEL	100 seats	ART ROOM	1
LIBRARY	yes	MUSIC ROOM	1
AUDITORIUM	1000 seats	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	175 seats	TEACHER RESOURCE CENTER	1
GYM	1	EDUCATOR’S OFFICE	Suite of 3 offices
SOCCER FIELD & BASEBALL FIELD	2	COMPUTER ROOM	0
LARGE SOCIAL HALL	1	STUDENT LEARNING CENTER	0
OTHER (SPECIFY)	Numerous other rooms, including 2 meeting rooms, 1 conference room		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		No	

BHC houses the winter offices of the URJ 6 Points Creative Arts Academy.

AGE of BUILDINGS:	SANCTUARY	1951	SCHOOL	See*	OFFICE AREA	Education Suite in School Building
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* The school building includes 1955, 1965, and 1997 section. All 3 connect seamlessly. School office is in the 1965 section.

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	1830	and became a member of the URJ (UAHC) in	1892
The Shabbat prayer book used is	Mishkan T'filah, plus one Shabbat a month with Visual T'filah		
The High Holy Day <i>machzor</i> used is	Mishkan Hanefesh; Rosh Hashanah Under the Stars & alternative use Visual T'filah.		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

- A. BHC aims to inspire meaningful and creative individual action and Jewish community.
- B. BHC places an emphasis on social justice (BHC Justice) and on nurturing a caring community (BHC Cares).
- C. BHC is a large congregation, which focuses on connecting in small settings and personally with those who are part of our community.

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

- A. Founded in 1830, BHC is not stuck in its rich history; rather we are more concerned with the present and the future. We are willing to experiment with new ideas, reinvigorate ongoing offerings, and give different people the chance to dream and lead.
- B. Rosh Hashanah Under the Stars is BHC's marquee annual moment. In addition to all our other High Holy Day services, we hold an open-to-the-community Erev Rosh Hashanah service, which draws 5,000-7,000 attendees annually to the outdoor summer location of the Baltimore Symphony Orchestra. To be clear, BHC also values our many smaller opportunities to learn and connect.
- C. BHC's work environment and governance culture are always aiming at being healthy and positive. Equally important, the interactions between our staff and leadership are positive and open. We value both our staff and our members.

What are the strengths of your educational program?

- A. BHC has nurtured a flexible educational environment, with a variety of options and opportunities. We have a healthy mix of long-term and newer teachers. Our children are excited to participate on Sunday mornings and beyond.
- B. We are excited about our Next Gen: Millie and Alvin Blum 8th-12th Grade Teen Program, which has energized our older students through formal and informal opportunities.
- C. We enjoy our second Friday of the month Family Shabbat, at which our congregational service involves Visual T'filah, lively music and Confirmant-provided drashot. And then, everyone stays and enjoys a casual Shabbat dinner and schmoozing.

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

- A. BHC is looking for a creative educational leader, who enjoys learning and experimenting. We hope that exploration will lead to inspired teaching as well.
- B. BHC aims to engage staff who are interested in collaboration with fellow staff, congregants, and those beyond our congregation. We hope that our Director of Education will share this attitude and serve as a catalyst for such interactions.
- C. BHC depends on a Director of Education who is disciplined, responsible, and creative regarding financial, personnel and facility management.

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

- A. BHC's new Director of Education should focus initially upon building relationships with our children, parents, and faculty, for upon that foundation they will be able to nurture a dynamic and creative educational community. As part of this relationship-building, the diversity of our community should be embraced, including interfaith families, LGBTQ, Jews of Color, ability and mobility, and more.
- B. BHC's new Director of Education should look to build on the last decade's qualitative and quantitative momentum; while also decisively making their mark about our congregation. We

hope to build upon our success and to allow a new educational leader to explore new approaches and possibilities.

- C. BHC's Director of Education should nurture continued flexibility, vitality and growth in our learning programs, be it Youth Education, Next Gen: The Millie and Alvin Blum 8th-12th Grade Teen Program, E. B. Hirsh Early Childhood Center, and adult education. Many of our congregants have been specifically attracted or excited by our open approach to a diversity of individuals and families.

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

BHC is an open and diverse congregation (include relatively new and generations-long congregants) that is looking for a long, stable, and mutually fulfilling relationship with all our staff members, especially, at this moment, with our next Director of Education.

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

- A. Our Youth Education families enjoy Sundays and Family Shabbat. We would love to inspire these families to engage further in Shabbat services and communal life. This engagement will have long-term implications for BHC's health.
- B. Over the last several years, our membership has been relatively stable and our younger demographic growing. However, we understand the dynamics of contemporary synagogue life. We maintain a flexible dues policy, which includes voluntary dues for new members. We need to continue to work hard at maintaining congregational commitment and connection.
- C. BHC built its current Sanctuary in 1951 and then expanded the physical plant several times over the next half century. The campus provides many opportunities for creative programming. However, it also presents ongoing facilities challenges. We are still well located for the Jewish population, so we will continue to find creative ways to maintain, update, and utilize our buildings.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	By his own choice, Brad has accepted a new position.
On what date will the current educator relinquish his/her position ?	June 30, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	2.8 Million Metro Area	Total Jewish population	100,000 approximately
JEWISH INSTITUTIONS IN AREA			
JCC	Yes, 2 campus, plus satellite downtown		
Federation	The Associated: The Jewish Federation of Baltimore		
Jewish Family Service	Yes		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Krieger Schechter (through 8 th grade), Beth Tfiloh (Modern Orthodox through 12 th grade) and several other Orthodox day schools.		
Other	2 other Reform congregations, 5 Conservative congregations, dozens of Orthodox congregations, 2 Reconstructionist congregations, Pearlstone Center and Outdoor Education Campus, Baltimore Hebrew Institute at Towson University, Jewish Museum of Maryland (featuring BHC's 1845 original building), CHANA: Jewish Response to Abuse, Camps Louise & Airy, Capital Camps, Ner Israel Yeshiva, four Hillels, and numerous other Jewish organizations.		
Majority of members' children attend public school, private school, or Jewish day school ?	We estimate approximately 70% public, 30% private, including a small number in day school.		

Colleges, universities and music conservatories in the area include	Johns Hopkins University (including Peabody conservatory), Goucher College, Towson University (including the Baltimore Hebrew Institute), University of Maryland: Baltimore County, Morgan State University, and many smaller ones.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Baltimore has many cultural opportunities, including Baltimore Museum of Art, Walters Art Museum, American Visionary Art Museum, Baltimore Ravens, Baltimore Orioles, Baltimore Symphony Orchestra, Baltimore Center Stage, Everyman's Theatre, Hippodrome Theater, Modell Performing Arts Center at the Lyric, and more. There are wonderful opportunities to enjoy nature, including the Chesapeake Bay, parks, and we are not far from the Appalachian Trail. We are also just about an hour from Washington D.C. and all it offers culturally.

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	\$75-95,000
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
Length of original contract (two years recommended)	2-3 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Family	Moving Allowance	Yes	Books & Periodicals	Yes	Sabbatical	NA
Major Medical Insurance	Family	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	yes
Dental Insurance	Family	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Likely	Early Childhood Tuition	Yes	Israel Trips	To be discussed
		Regional URJ Gathering	Yes				
Other (please specify)	A. Short Term Disability. B. BHC is generally supportive of ongoing professional development.						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	Yes, though we would love to find someone through ARJE
If "YES" please indicate which one and the title by which it is being listed	Not clear yet, always listed as Director of Education

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	Rabbi Andrew Busch & Melissa Lenet (Search Chair)
Signature	Andrew Busch & Melissa Lenet

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Melissa Lenet	POSITION	Board Member & School Parent
STREET ADDRESS	Baltimore Hebrew Congregation, 7401 Park Heights Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Baltimore, MD 21208		
TELEPHONE NUMBER	443-414-6787	FAX	410-764-7948
E-MAIL	melissa@families-connected.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Jo Ann Windman, Executive Director, jwindman@baltimorehebrew.org and Rabbi Andrew Busch, abusch@baltimorehebrew.org			

Mission Statement

While Baltimore Hebrew Congregation does not have a formal mission statement, we are clear on our identity and our goals. We are constantly creating a progressive, dynamic and diverse congregation, filled with meaningful experiences and relationships. With tremendous respect for our congregation's history and customs, we seek innovative ways to explore our Jewish heritage. We seek to impact our world through engaging our community in social justice and social action. We welcome individuals, couples and families without regard to ethnicity, interfaith status or sexual orientation. We seek to engage and welcome all who are interested in exploring the many facets of Reform Jewish life.

Youth Education Program and Philosophy

Our Youth Education program incorporates Religious School, Family Education, alternative social action programs, youth groups, a one-week summer camp, and Next Gen: The Millie and Alvin Blum 8th-12th Grade Teen Program at BHC.

In our K-2 grades, we emphasize a game based cooperative philosophy bringing Judaism to life through games. In our 3-7 grades, we encourage students to connect their passions and Jewish life through electives and projects. Our Hebrew program embraces Onward Hebrew, focusing on learning Hebrew through movement and T'filah experiences, while deepening Hebrew skills as school progresses. Our B'nai Mitzvah program balances acquiring Hebrew and prayer skills, together with developing relationships with our clergy and educators, other students and families, and the congregation as a whole. Our Post-B'nai Mitzvah offerings allow for a great deal of student input and choice in the nature and content of studies, while actively exploring issues that are relevant to being an adolescent and to being a Jewish adult. In the process, we hope to develop strong and creative Jewish identities, linked to our congregation, the Jewish community and Israel. Our program focuses on the individual child and we strive to be inclusive of all children and their families.