



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	Congregation Beth Am	DATE OF APPLICATION	1/21/20
STREET ADDRESS	26790 Arastradero Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Los Altos Hills, CA 94022		
TELEPHONE NUMBER	650-493-4661	FAX	
E-MAIL	slauing@betham.org	WEBSITE	www.betham.org
URJ DISTRICT	Central West	DATE POSITION IS AVAILABLE	May 1, 2020 (flexible)
POSITION TITLE	Teen Education Program Director	FULL or PART-TIME	Fulltime

☐ **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

OTHER- Teen/Tween Education Primary responsibility is for 6th-12th grade programs and engagement

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

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	1546	256	366	50
FIVE YEARS AGO	1652	261	532	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
12	15	18	36	45	38	55	41	49	20	1	27	9	0
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Various			JEWISH PARENTING PROGRAMMING	various
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Camp Newman, Camp Beth Am (youth education program)			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays, 9-11:30 am	Wed 4-6 or Sun 11:45-1:15 or private tutoring	Sunday 11:45-1:30	various
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Various, 1x/week per Sunday	
CAMP(CONGREGATION ONLY)	One week in June, plus various school year programming		
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	Janet Marder	Full	21
ASSOCIATE RABBI	Sarah Weissman	Full	11
ASSOCIATE RABBI	Jonathan Prosnit	Full	8
ASSOCIATE RABBI	Heath Watenmaker	Full	5
CANTOR	Jaime Shpall	Full	4
DIRECTOR OF LEARNING & EDUCATIONAL INNOVATION	Sarah Lauing	Full	1
EDUCATION PROGRAM DIRECTOR	Alex Lyon	Full	1 (this position)
EDUCATION PROGRAM DIRECTOR	Vicki Streeter	Part	2 (this position)
EXECUTIVE DIRECTOR	Rachel Tasch	Full	7
PROGRAM DIRECTOR			
YOUTH ADVISOR	Molly Roston	Part	1 (this position)
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.**

Professional staff members are asked to write a self-evaluation every year, which is incorporated into the annual review prepared by the staff member's supervisor. The supervisor and staff member have a meeting during which they review the written evaluation and set goals for the coming year.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Kelsey Cole	Full	1
TO RABBI(S)	Bria Silbert	Full	3
TO CANTOR(S)	Rachel O’Ryan	Part	1
TO ADMINSTRATOR	Mark Gavartin	Full	1

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	N/A	ART	2
PRIMARY	22	COMPUTER	
INTERMEDIATE	10	DANCE	
UPPER		DRAMA	2
BAR / BAT MITZVAH	4	HEBREW	11
HIGH SCHOOL / POST B’NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)		4 full-time	

IV. FACILITIES

SANCTUARY		yes	NUMBER OF CLASSROOMS	18
CHAPEL		yes	ART ROOM	Yes
LIBRARY		yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM		yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION		no	TEACHER RESOURCE CENTER	Yes
			EDUCATOR’S OFFICE	Yes
			COMPUTER ROOM	No
			STUDENT LEARNING CENTER	no
OTHER (SPECIFY)	Beit Kehillah (used for worship and communal events); Preschool – run by an outside organization			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?			yes	

AGE of BUILDINGS:	SANCTUARY	50 yrs	SCHOOL	59 yrs	OFFICE AREA	59 yrs
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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		1955	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is		Mishkan T'filah or Beth Am's own prayerbook		
The High Holy Day <i>machzor</i> used is		Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?		Don't know	If yes, in what year ?	

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

We strive to live as a holy community whose study and practice of Judaism inspires and challenges us to “do justice, to love kindness and to walk humbly with our God” (Micah 6:8).

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

1. A culture of self-reflection, improvement, and innovation
2. A large and diverse congregation with significant human and financial resources and skills
3. Talented and dedicated staff members
4. A culture of strong staff-lay partnership

What are the strengths of your educational program?

1. Diversity of offerings for youth education (e.g. Camp Beth Am, Hagigah theater program)
2. Willingness to experiment and adapt, to “think outside the box”
3. Relatively large enrollment for 5-13 age youth

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

1. Ability to create (in partnership) a bold vision for youth education
2. Ability to implement this vision
3. Ability to connect with youth and their parents

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

1. Evaluation of current teen education programming and enrollment trends
2. Improvement and alignment of curriculum for all youth education and teen programs, blending formal and informal
3. Re-visioning teen education for the next generation

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

Our congregants are highly accomplished, smart, and driven people who value excellent and cutting-edge programming.

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

1. Transition of new senior rabbi
2. Increasing membership dues/donations to keep up with rising operational costs
3. Maintaining/increasing enrollment in youth education programs and teen programming

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 ?	April 30, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	SF Bay Area- 7 million	Total Jewish population	148,000 family units
JEWISH INSTITUTIONS IN AREA			
JCC	Several JCCs in San Francisco and on the Peninsula		
Federation	San Francisco and Silicon Valley		
Jewish Family Service	Jewish Family and Children’s Services		
Central Jewish Education Agency	Jewish Learningworks		
Jewish Day School (which grades) ?	Gideon Hausner day school (K-8), Kehillah High School (9-12), South Peninsula Hebrew Day School (preK-8), Wornick Day School (k-8)		
Other	Many other Jewish organizations in the Bay Area including Wilderness Torah, Urban Adamah, UpStart, Lehrhaus Judaica.		
Majority of members’ children attend public school, private school, or Jewish day school ?	mix		

Colleges, universities and music conservatories in the area include	Stanford, UCSF, UC Berkeley, San Jose State, Santa Clara University, SF State, and many others
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Many museums, operas, symphonies, theaters, professional sports teams, etc. from San Francisco to San Jose.

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

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	Yes	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	No	Israel Trips	No
		Regional URJ Gathering	Yes				
Other (please specify)	Potential housing assistance (rental)						

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	CCAR Rabbi/Educator

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	Sarah Laung, Director of Learning & Educational Innovation
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Debbie Mukamal	POSITION	Education Committee Chair
STREET ADDRESS	818 Clark Way		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Palo Alto, CA 94304		
TELEPHONE NUMBER	718/938-8450	FAX	
E-MAIL	ailahm@yahoo.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Sarah Lauing- sarah_lauing@betham.org			

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

Teen Education Program Director Congregation Beth Am, Los Altos Hills, CA

Overview

Congregation Beth Am is a large innovative Reform synagogue in Los Altos Hills, California. The Teen Education Program Director is responsible for coordinating and transforming all programming for 6th-12th graders, under the direction of the Director of Learning and Educational Innovation.

This full-time position is designed to focus on initiating new programs to draw teens into Beth Am involvement, beginning in the pre-B'nei Mitzvah years and extending through high school graduation. The position requires an individual who is visionary and creative, energetic, exceptionally well-organized, and able to form warm connections with our youth population and their parents. In partnership with educators, clergy, and lay leaders, the Teen Education Program Director will work to reimagine our education programs and youth groups to better meet the needs of Bay Area tweens and teens today.

Responsibilities of this position include:

- Lead the effort to redesign and reinvigorate Beth Am's middle school and teen programming, creating a balanced menu of educational, social, spiritual, and community service offerings that appeal to teens with diverse interests, including but not limited to the creative arts, social justice, outdoor education, STEM, leadership training, etc.
- Initiate one-to-one outreach to 6th - 12th graders who are not currently engaged to form relationships, learn about their interests, and draw them into Jewish involvement.
- Supervise and develop a core group of teen leaders who will partner with the educators in planning and implementing activities for teens.
- Serve as Education Program Director for current 6th-9th grade programs, including Camp Beth Am, Lunch & Learn, and Beit Midrash. Responsibilities include teacher supervision, curriculum oversight, parent communication, and student support.
- Partner with clergy to support current 10th-12th grade programs, Confirmation and the Civil Rights Seminar; including class trips to the L'Taken seminar in Washington, D.C. and Civil Rights journey to the American South.
- Coordinate Madrichim Teacher's Assistant Program, including administration and programming.

- Supervise activities and staff of our junior youth group (BAJY) and high school youth group (BATY) and help to integrate informal education opportunities with formal education offerings, creating a unified teen program. Encourage participation in NFTY regional and national events.
- Support marketing efforts for existing and new programs through email, website, social media, and other strategies.
- Participate with Beth Am's clergy and educators in weekly Program Team meetings and be the "keeper of the teen engagement vision," helping to guide and inspire other team members in their engagement efforts.

Qualifications:

- Bachelor's degree (required), Master's degree (preferred) in relevant field (Jewish education, Jewish nonprofit management, etc.)
- 3-5 years' work experience in a relevant work setting (e.g., education, non-profit, or teen-focused organization).
- We welcome applicants from a wide array of disciplines, educational training and professional backgrounds.
- Our ideal candidate will hold a big picture vision for teen engagement, as well as have strong attention to detail and administrative skills to implement innovative teen programming.
- Our desired candidate will be highly motivated, flexible, and receptive to mentoring. This person should be able to work harmoniously as part of a large professional team and should enjoy the prospect of planning and brainstorming with a talented group of colleagues and lay partners.

Salary range: \$75,000-\$95,000 based on experience, plus benefits

To apply, please submit cover letter and resume to Sarah Lauing, Director of Learning and Educational Innovation, at slauing@betham.org.