



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	M'kor Shalom	DATE OF APPLICATION	2/18/20
STREET ADDRESS	850 Evesham Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cherry Hill, NJ 08003		
TELEPHONE NUMBER	856-424-4220	FAX	
E-MAIL	michellebross@mkorshalom.org	WEBSITE	www.mkorshalom.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	7/1/20
POSITION TITLE	Religious School Director	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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

Please see attached document

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	480	120	188	25
FIVE YEARS AGO	750		450	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE		120	180	23

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	12	13	13	10	17	10	20	23	15	13	9	15	18
OTHER (specify):													

DAY CARE	Extended care available	PARENTS' DAY OUT	NA	EARLY CHILDHOOD	55
OTHER (specify): Depending on the season, there are a variety of Mommy & Me classes					

HEBREW BEGINS IN GRADE	1	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Run by Adult Education Committee			JEWISH PARENTING PROGRAMMING	NA
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Congregational enrolls 30 preschool aged children				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Tues. 4:15-6:00, 7:30-9:00pm/Wed. 4:15-6:00	Sun. 9:00-11:15	Tues. 7:30-9:00	Tues. 7:30-9:00
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMMING	PARENTS' DAY OUT
M-F 9:15- 11:30 (extended days available)	Extended care available, not day care	NA	NA
CAMP(CONGREGATION ONLY)	6 week session		
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	Rabbi Jennifer Frenkel	Full time	11
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Cantor Rhoda Harrison	Full time	2
EDUCATOR	Marla Vecchio	Part time	1
CANTOR EMERITA	Cantor Anita Hochman	Part time	38
EXECUTIVE DIRECTOR	Michelle Bross	Full time	5
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR	Sharon Halperin	Full time	5

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. Yes, we

have a Professional Staff Review Committee for our senior staff. On a yearly basis, each member of the senior staff is reviewed by two members of the committee. The process starts with a self-assessment. Peers are consulted and the actual review takes place. This is a formal process that takes quite a while to go through. There is a detailed document that fully explains the process; this is but a brief description.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Linda Burkett	Part time	3
TO RABBI(S)	Denise Hreha	Full time	7
TO CANTOR(S)			
TO ECC	Laura Maron	Part time	5

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY		COMPUTER	
INTERMEDIATE	16 total,	DANCE	
UPPER	Many teach various ages	DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	1	LIBRARIAN	Not part of the school
CUSTODIAL STAFF (specify full or part-time)		Outside service provides these employees	

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	20
CHAPEL	1	ART ROOM	
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	3*
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	*Special Needs Coordinator's Office, ECC Director's Office		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		There is some overlap	

AGE of BUILDINGS:	SANCTUARY	32 years	SCHOOL	32	OFFICE AREA	32 years
-------------------	-----------	----------	--------	----	-------------	----------

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	1974	and became a member of the URJ (UAHC) in	1977
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?

1. To be embracing and responsive to the needs and diversity of our congregation; to celebrate and support one another
2. To foster personal relationships, individual growth and community engagement in a warm and inclusive manner
3. To encourage Jewish knowledge, identification and spiritual development among individuals and families

What are the congregation's/institution's strengths? Our focus on music, including a wealth of vocal and instrumental talent within our congregation, especially but not limited to our amazing choir. We also focus on social action. These two things differentiate us from our neighbors. Our additional strengths include an outstanding Adult Education program, diversity of membership, and our warmth and openness to all who enter our doors.

What are the strengths of your educational program? Our retention rate after B'nai Mitzvah through Confirmation to 12th grade Graduation has consistently been among the highest. Our Special Needs program. Our innovative Madrikhim program (11th and 12th grade students trained to work with our special needs children).

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

1. Innovative in approach to education
2. Dynamic, engaging and well-organized
3. Ability to connect with congregants of all ages through personal warmth and affability, good managerial skills

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

1. Innovation in programming to encourage retention and growth
2. Overseeing the teaching of Jewish education and values
3. Engaging the families

The single most important thing an Educator needs to know about the congregation/institution is: We are a community; we call ourselves a family of families. We believe in diversity; we are diverse but we are there for one another.

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

1. Continuing to emphasize ownership vs. consumerism through strong membership, including retention of current members and attraction of new members.
2. Continuing to maintain a balanced budget.
3. Striving to meet people where they are (sometimes outside the walls of the synagogue building) to provide education, worship and community opportunities to best serve our current and future members. Encouraging ritual participation in creative ways. Using technology, social media and new platforms to expand our community.

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	Total Jewish population
JEWISH INSTITUTIONS IN AREA	
JCC	yes
Federation	yes
Jewish Family Service	yes
Central Jewish Education Agency	
Jewish Day School (which grades) ?	K-8

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	University of Pennsylvania, Drexel University, Temple University, Philadelphia University, University of the Arts, Arcadia University, Rutgers University, Rowen University, College of New Jersey, numerous law schools, medical and dental schools in the Philadelphia metropolitan area
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	We are located only 20 minutes from center city Philadelphia, a major urban center in terms of business, medical community, education, arts and culture, sports, etc. Philadelphia is rich in American history, museums, theaters, institutions of higher learning, restaurants. While Philadelphia is "our" city and an easy commute from the greater Cherry Hill area, we are also less than two hours by train from New York City and about two hours by car or bus to Washington, DC.

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 (salary base)
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
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	no	Sabbatical	no
Major Medical Insurance		Professional Dues	yes	Congregational Membership	yes	Cell Phone	
Dental Insurance	no	ARJE Conference	yes	Religious School Tuition	yes	Laptop Computer	yes
Long Term Disability Insurance	yes	URJ Biennial		Early Childhood Tuition	yes	Israel Trips	negotiable
		Regional URJ Gathering					
Other (please specify)							

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

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	Marlene Dworkin President
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Cheryl Herzfeld	POSITION	
STREET ADDRESS	7 Rooftree Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cherry Hill, NJ 08003		
TELEPHONE NUMBER	267-254-7595	FAX	
E-MAIL	cherylherzfeld@yahoo.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
cherylherzfeld@yahoo.com			
michellebross@mkorshalom.org			

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

Please see our website, www.mkorshalom.org