



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	Peninsula Temple Sholom	DATE OF APPLICATION	1/27/2020
STREET ADDRESS	1655 Sebastian Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Burlingame, CA 94010		
TELEPHONE NUMBER	650-697-2266	FAX	(650) 697-2544
E-MAIL	rabbifeder@sholom.org	WEBSITE	www.sholom.org
URJ DISTRICT	West District	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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

We are looking for a warm and engaging person to guide our youth and adult education programs, continuing to create an environment where our youth and adults see Jewish learning as relevant to their daily lives and significant to their personal growth. We are looking for an educator who is bright, approachable, creative, passionate about Jewish education, and eager to be part of a collaborative team.

We are looking to our next educator to further cultivate our new, innovative Shabbat-based Youth Education program, create exciting learning environments for learners of all ages, and bring best practices to our community. Below are the duties of our current rabbi educator. In our desire to leverage the strengths of the applicant, we have some flexibility in how responsibilities are divided among staff members.

Duties:

- Oversee all aspects of PreK-12th grade Youth Education programs
- Oversee Adult Learning program including arranging scholars-in-residence, ongoing classes, and other learning opportunities
- Work closely with our cantor to oversee b'nai mitzvah program and ensure continuity between the b'nai mitzvah program and our Youth Education programs
- Hire, supervise, and manage teaching staff including providing professional development opportunities
- Prepare the school budget and calendar
- Create a welcoming and nurturing learning environment for students and families
- Build on the strong foundation of the Youth Education program by continuing to update and develop the curriculum
- Enhance family education programming including specialized programs to reach interfaith families and families whose children attend Jewish day school, and to provide even more points of connection for all our families
- Organize and run our annual congregational retreat
- Work closely with our director of early childhood education and associate rabbi to ensure continuity and connection between our preschool and Youth Education communities
- Participate in weekly senior staff meetings as well as monthly board of trustees and select committee meetings
- Coordinate with the cantor to plan music for the Youth Education program

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	655	135	205	32
FIVE YEARS AGO	710	180	300	35
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
8	11	18	17	7	23	19	19	27	13	11	12	8	10
OTHER (specify):													

DAY CARE	N/A	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	Preschool under separate supervision
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes			JEWISH PARENTING PROGRAMMING	Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Camp Newman				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Prek-5th grade: Fridays, 4-6pm 6th-8th grade: Saturdays, 10:30am-12:30pm 9th-12th grade: Saturdays, 4-6pm	Students meet in small groups of 2-5 students in homes and at synagogue. Groups meet at different times, either on Sunday mornings or weekdays after school.	Part of our 9th-12th grade program on Saturdays, 4-6pm	Saturdays, 4-6pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
The ECE program is under the direction of the ECE Director.	N/A	Periodic education days	N/A
CAMP(CONGREGATION ONLY)			
OTHER (specify) Vibrant NFTY chapter for teen programming			

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	Dan Feder	Full	13
ASSOCIATE RABBI	Lisa Delson	Full	6
CANTOR	Alexandra Fox	Full	2
RABBI EDUCATOR	Molly Plotnik	Full	5
EXECUTIVE DIRECTOR/CHIEF COMMUNITY OFFICER	Karen Wisialowski	Full	5
DIRECTOR OF EARLY CHILDHOOD EDUCATION	Allison Steckley	Full	10 (teacher for 14 years prior)

DIRECTOR OF YOUTH ENGAGEMENT	Madeleine Steckley	Full	2
DIRECTOR OF COMMUNITY ENGAGEMENT	Ayelet Shapiro	Full	2
DIRECTOR OF FINANCE	Jonathan Harris	Full	1

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.

The professional staff undergoes an annual review process led by the senior rabbi. This includes a self-appraisal, an evaluation by the manager, and input from colleagues and selected congregants.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Part-Time	Less than 1 year
TO RABBI(S)	1	Full	1
TO CANTOR(S)	1	Full	18
TO ADMINISTRATOR	1	Full	1

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	0
PRIMARY	7	COMPUTER	0
INTERMEDIATE	4	DANCE	0
UPPER	5	DRAMA	0
BAR / BAT MITZVAH	1	HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	0
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)	3 FT, 3 PT		

IV. FACILITIES

SANCTUARY		Yes	NUMBER OF CLASSROOMS	11
CHAPEL		Yes	ART ROOM	No
LIBRARY		Yes (2)	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM		Yes	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)	Multi-purpose room; technology integrated classroom			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes		

AGE of BUILDINGS:	SANCTUARY	59 yrs*	SCHOOL	16	OFFICE AREA	59*
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* Sanctuary, social hall, and main synagogue office modernized and renovated in 2004. New school, including school office area, built in 2004. Spiritual center, including chapel, substantially renovated in 2014.

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	May 1955	and became a member of the URJ (UAHC) in	1956
The Shabbat prayer book used is	<i>Mishkan T'filah and Mishkan T'filah for Children</i>		
The High Holy Day <i>machzor</i> used is	<i>Mishkan HaNefesh and Mishkan HaNefesh for Youth (and Mishkan HaLev during the month of Elul)</i>		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

As stated in our Mission:

- * To live Jewish values and apply the wisdom of our teachings to modern life through prayer, study, and action.
- * To sustain Jewish culture through communal engagement in lifecycle events, the celebration of Shabbat and holidays, and the pleasure of laughing and learning together.
- * To strengthen our community by caring for one another and the world around us, and to honor our heritage by fostering connections with the Jewish people in the United States, in Israel, and around the world.

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

At Peninsula Temple Sholom, we consider our strong collaboration between clergy and lay leadership, our multi-generational membership, our beautiful physical space, and our financially secure position to be core strengths. Our congregation's location allows us to draw upon the innovative spirit of Silicon Valley, as well as the cultural richness of San Francisco. In addition to running excellent Youth and Early Childhood Education programs, PTS is known for creating relationship-centered experiences through meaningful worship, lifelong learning, and our caring community program.

What are the strengths of your educational program?

- Our school has a philosophy of "know, do and feel." We have created an engaging curriculum that allows students to learn about Judaism and apply what they learn in their daily lives. Through formal and informal education, which are intertwined at PTS, each child and teen is encouraged to connect with Judaism in a way that is meaningful to them.
- Our culture of innovation led to the creation of our exciting new Shabbat-based Youth Education program.
- The Education Director and staff work collaboratively with our Director of Early Childhood Education and staff to bring meaningful experiences to entire families.
- We are recognized as a leader in successfully integrating technology into our curriculum.
- The Education Director works closely with clergy and other senior staff to develop programs that support the mission of the Youth Education program and of the congregation as a whole.

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

- 1) Engaging
- 2) Creative
- 3) Intellectually curious

We are looking for an inspiring and well-organized educator who has a passion for Judaism and Jewish learning and who will use their excellent human relations, leadership, and communication skills to inspire meaningful connections

through daily interactions at PTS and throughout the local Jewish community. We are also looking for an educator to bring creative and contemporary practices to our curriculum.

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

- 1) Enhance and maintain a cutting-edge, high-quality religious education program.
- 2) Develop meaningful connections with congregants.
- 3) Collaborate with clergy, lay leaders, and staff to align educational priorities with organizational goals.

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

PTS's core values are human connection, commitment to community, inclusivity, caring and kindness, and embracing change. We seek an educator who can help guide our congregation in living these values.

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

- 1) Enhancing our Lifelong Learning, social action, and community-building initiatives as well as our innovative Youth Education program.
- 2) Finding points of connection for congregants of all ages and backgrounds.
- 3) Deepening engagement with traditionally unaffiliated or minimally affiliated Jews and their families.

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 ?	June 30, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	750,000 (San Mateo County)	Total Jewish population	Approx 8%
JEWISH INSTITUTIONS IN AREA			
JCC	Yes (Foster City, San Francisco, and Palo Alto)		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	Jewish LearningWorks (formerly Bureau of Jewish Education)		
Jewish Day School (which grades) ?	Ronald Wornick Jewish Day School, Foster City (K-8); Brandeis Hillel Jewish Day School, San Francisco (K-8); Gideon Hausner Jewish Day School, Palo Alto (K-8), SF Jewish High School of the Bay, San Francisco (9-12); Kehillah High School; Palo Alto (9-12)		
Other	We have a vibrant North Peninsula Jewish community consisting of Reform and Conservative congregations with warm and collaborative relationships among the clergy. Jewish LearningWorks, a San Francisco-based organization aimed at advancing Jewish learning, offers ongoing learning opportunities and collegial gatherings, such as a monthly educator meeting. The Bay Area offers numerous opportunities for involvement in social justice, multifaith relations, and education, making this a stimulating area in which to be a Jewish professional. In addition, there are opportunities for interaction with the Jewish Community Relations Council, Chabad, and numerous other agencies in the Bay Area.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public schools		
Colleges, universities and music conservatories in the area include	There are approximately 20 private, state, and community colleges and universities in a 20-mile radius of PTS, including Stanford University, University of California campuses in Berkeley and San Francisco, and the SF Conservatory of Music.		

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	San Francisco and the Bay Area offer a wealth of cultural opportunities including the SF Symphony, SF Opera, SF Ballet, many world-renowned museums, the Contemporary Jewish Museum, a variety of theaters, dance companies, professional sports teams, and vibrant cultural communities such as the Mission District and Chinatown in San Francisco.
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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	\$100K-\$125K, commensurate with experience
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
Length of original contract (two years recommended)	There is no policy that limits the tenure of an educator. Our outgoing director of education will have been with our congregation for five years.

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	X	Moving Allowance	X	Books & Periodicals	X	Sabbatical	TBD
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	X
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer	
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition	X	Israel Trips	
		Regional URJ Gathering					
Other (please specify)	Cell phone allowance, auto allowance						

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	Stuart Zussman – Member of Board of Trustees, Member of Educator Search Committee
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Signature	
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CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Joel Silk and Julie Kraus	POSITION	(Joel) Congregant & Youth Ed teacher (Julie) Congregant & former Youth Ed teacher
STREET ADDRESS	c/o Peninsula Temple Sholom - 1655 Sebastian Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Burlingame, CA 94010		
TELEPHONE NUMBER	Joel (571) 247-7463 / Julie 408-772-0408	FAX	c/o PTS (650) 697-2544
E-MAIL	See below		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
joel@thesilks.org			
krausfive@comcast.net			
rabbifeder@sholom.org			

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

<https://sholom.org/about/mission-and-values/>

Peninsula Temple Sholom is an inclusive Jewish community where everyone can find peace, inspiration, and their own connection to Judaism

Whether in the synagogue, each other's homes, or the world beyond, Peninsula Temple Sholom creates a sacred space for those who are part of it.

- We live Jewish values and apply the wisdom of our teachings to modern life through prayer, study, and action.
- We sustain Jewish culture through communal engagement in lifecycle events, the celebration of Shabbat and holidays, and the pleasure of laughing and learning together.
- We strengthen our community by caring for one another and the world around us.
- We honor our heritage and build a strong future by fostering connections with the Jewish people in the U.S., in Israel, and around the world.