



The
Association of
Reform Jewish Educators

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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 Emanu-El of Westfield	DATE OF APPLICATION	2/17/20
STREET ADDRESS	756 East Broad Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Westfield, NJ 07090		
TELEPHONE NUMBER	908-232-6772	FAX	908-233-3959
E-MAIL	communications@tewnj.org	WEBSITE	www.tewnj.org
URJ DISTRICT	NJWHV	DATE POSITION IS AVAILABLE	7/1/2020
POSITION TITLE	Director of Youth Learning and Engagement	FULL or PART-TIME	Full Time

☐ **Director of Lifelong Jewish Learning (DoJL) 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 DoJL 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 DoJL 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). We would also be open to hiring a Rabbi Educator for this position, in which case the job description might shift to allow additional pulpit responsibilities.

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

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	974	345	516*	85
FIVE YEARS AGO	1120	390	634	95
FUTURE DEMOGRAPHIC PROJECTIONS ARE		Aligned with demographics and birth rate in local community, steady to slight decrease of approx. 1%		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
32 (ECE)	4	16	6	54	79	80	81	61	30	16	36	29	21
OTHER (specify): Infant care and Early Childhood Education through age 3 100+ children													

*there are 3 students currently enrolled in Ma'Ayan not included by grade.

DAY CARE	Infant/Toddler/ECE Extended Day	PARENTS' DAY OUT	EARLY CHILDHOOD	121
OTHER (specify): Parent/Caregiver & Child classes				

HEBREW BEGINS IN GRADE	Kgn	AND CONTINUES THROUGH GRADE	6 th	CONFIRMATION BEGINS IN GRADE	10 th
ADULT PROGRAMMING	Congregational Learning, Directed by Assoc. Rabbi			JEWISH PARENTING PROGRAMMING	Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	URJ Camp Harlam, 6Points Sci-Tech East, Eisner, 6Points Creative Arts				

II. DAYS AND TIMES OF CLASSES See Attached/Chart Below pg. 9

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP(CONGREGATION ONLY)			
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
Interim SENIOR RABBI	Bennett Miller	Full Time	.5
ASSOCIATE RABBI	Ethan Prosnit	Full Time	6
SENIOR CANTOR	Martha Novick	Full Time	30+
ASSOCIATE CANTOR	Michelle Rubel	Full Time	9
EDUCATOR	Samantha Eichert	Full Time	.5
INTERIM EXECUTIVE DIRECTOR	Alice Lutwak	Full Time	.5
YOUTH & FAMILY ENGAGEMENT COORDINATOR	Aaron Soloman, CLASP Fellow, URJ Camp Harlam	Full Time	.5
Jr Youth Group Advisor	Kayla Zambrana	Part Time	1
EARLY CHILDHOOD EDUCATOR	Jill Cimafronte	Full Time	18
Building Supervisor	Michael Kenny	Full Time	20+

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 process of performance review and assessment is being re-evaluated as we are reorganizing our personnel committee. Supervisors will now be taking a more active role in employee review, in partnership with the lay partners.

ADMINISTRATIVE and SUPPORT STAFF		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Jackie Hernandez (YLE)	Full Time	21
	Diane Olsen (ECE)	Full Time	20+
TO RABBI(S)	Laurie Zinberg	Full Time	2
TO CANTOR(S)	Carol Jassin	Full Time	17
TO ADMINSTRATOR	Jackie Master	Full Time	18
BM Coordinator	Joanne Pass	Part Time	1
Mgr of Membership and Communications	Jackie Grussgott	Full Time	3
Controller (CPA)	Kathleen Stovall	Full Time	7
Bookkeeper	Adele Mambach	Full Time	5

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	6	ART	
PRIMARY	2	COMPUTER	OLC Coordinator
INTERMEDIATE	13 (3 rd - 5 th)	DANCE	
UPPER	12 (6 th & 7 th)	DRAMA	
BAR / BAT MITZVAH	3	HEBREW	1 (Hebrew through Movement, K-2)
HIGH SCHOOL / POST B'NAI MITZVAH	9 (8 th - 12 th)	LEARNING CENTER	2+ madrichim
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	3 volunteers
Shlichim (Greater Metrowest Federation)	1 part time		
CUSTODIAL STAFF (specify full or part-time)	3 full and MANY (10+) part-time per schedule of programs/events		

IV. FACILITIES

SANCTUARY	Y	NUMBER OF CLASSROOMS	16
CHAPEL	Y	ART ROOM	N
LIBRARY	Y	MUSIC ROOM	N
SOCIAL HALL / AUDITORIUM	3	YOUTH LOUNGE	Y
SANCTUARY / SOCIAL HALL COMBINATION	Y	TEACHER RESOURCE CENTER	N
		EDUCATOR'S OFFICE	Y
		COMPUTER ROOM	N
		STUDENT LEARNING CENTER	Y

OTHER (SPECIFY)

We have a full campus, which includes the main building and the Lavy Community House, featuring full kitchen, living room/dining room, sunroom office shared with JFS social worker, private bedroom and office on second floor, youth lounge, 1.5 bathrooms and outdoor learning center (Teva), and a mitzvah garden that serves the hungry in our local community.

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?

Some rooms

AGE of BUILDINGS: 1950's	SANCTUARY	1950's Renovated 1987, Brody Chapel built 1987	SCHOOL	2001	OFFICE AREA	2001
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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.

See above. The Lavy House, dedicated in 2015, is located adjacent to our main parking area. It was gifted by Marion Lavy, in memory of her husband, to honor his love of community and Torah study with his Temple family. The Lavy House shares our space with a joint program of the Westfield United Fund and Jewish Family Services, serving as a resource for elder care and sacred aging. The Youth Lounge on the second floor was furnished by our Sisterhood and designed/decorated by volunteers within our community.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1950	and became a member of the URJ (UAHC) in	1950
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?

As stated in our mission, Temple Emanu-El emphasizes meaningful worship, education and youth development, and social justice. To ensure that Temple Emanu-El is a home for all, we have empowered a task force for diversity and inclusion, co-chaired by two lay people, working in partnership with our clergy and educators.

In addition, there is a vision for Youth Learning and Engagement, created by a task force of parents, lay leaders and professional staff:

Conceive of every child as an individual *neshama*, a unique individual and soul and treat that child according to his or her particular needs, while acknowledging and affirming the importance of community;

Create an atmosphere of joyful, dynamic learning that touches the spirit as well as the mind of the learner;

Commit to excellence in curriculum, teaching, and imparting information regarding our ancient People's history, literature, spirituality, culture, values, and ethics;

Challenge our clergy, staff, students, and parents to uphold the highest values of our tradition, and to treat one another ethically, fairly, sensitively, and compassionately;

Create young Jewish people who will leave our walls imbued with a joyful and deep understanding of who they are; and who will be forever committed to living a joyous and meaningful Jewish life wherever their life-paths take them.

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

We are blessed to have a congregation that from its very beginning benefited from visionary leaders, both clergy and lay. We honor our past, while visioning toward our future. Beginning with our founding Rabbi, Ezra Spicehandler, and continuing through Jack Stern Jr. and Charles Kroloff, Temple Emanu-El has led the way in innovative programming, in embracing both change and tradition, and in being unafraid to take chances. Many of our members are truly devoted, and it is not unusual to have three generations of the same family be members.

Temple Emanu-El is proud to be home to a warm and welcoming membership. As large a community as we are, it feels like a congregational family with a small synagogue feeling. For one example, a young adult member of our congregation is suffering with a serious illness. An email blast was sent with a call for *tehillim* and within an hour a whole month's calendar was filled with volunteers.

In addition, our local secular community places a very high priority on education. It is one of the features that draws home buyers to Westfield, NJ. This value extends for our families to their Jewish learning as well, enabling a partnership between home and school that holds one another to a high standard of excellent Jewish education for children and their families.

What are the strengths of your educational program?

On ramps... lots of on ramps. We pride ourselves on finding meaningful ways to meet the changing needs of our learning community. Our youth learning and engagement department is always a work in progress. We are constantly assessing our

programs and projects to ensure that they are meeting our goals and the expectations of our families, thinking forward and innovating. Good enough is never enough! Our talented faculty, many of whom have served the congregation for over a decade, embrace change and forward thinking and constantly strive to do what is best for today's learners. They are personally invested in the Jewish journeys of their learners and take to heart the success of each individual learner. Recognizing the changing landscape of synagogue education, we are seeking a partner who can help us to continue to shape our programming and reimagine learning as it can and should be. Our priority will remain focused on relationship building and making connections.

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

1. To be the partner who will guide and direct our YLE department, working with clergy, other professional staff and laity in implementing our shared vision
2. To be an innovative, visionary leader in Jewish education, while demonstrating skill as an administrator and manager
3. To provide leadership and guidance with clarity, integrity, and high standards, while interacting with compassion and modeling true *hesed*.

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

1. To support the mission of Temple Emanu-El, work in partnership with the entire professional staff and laity to provide inspiration and implement the vision for our school;
2. To create a loving, learning community of teachers, students and their families;
3. To be ever willing to innovate, experiment, and challenge us to always be better than we are.

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

We are invested in your success. Give us your best and we will be your partner.

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

On a macro level, we are beginning the process of reinventing ourselves. Specifically:

1. We are excited to be searching for a new, settled senior rabbi who will partner with our professional team and lead the congregation into the next phase of our story.
2. We have a task force engaged in a strategic plan for the future, which includes a new vision and mission statement.
3. We will embark upon a capital campaign to ensure that our physical space matches our vision of an inclusive and welcoming space that serves as a spiritual home to all who want to be a part of our community.
4. We are in the midst of a process of self-reflection and assessment, with the support of an outside agency, so that we may continue to align ourselves with our new mission and remain relevant in regard to the programs we offer, vibrant worship, and the highest quality education from birth through the lifecycle.

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	Approx. 30,000 (Westfield only, not including surrounding towns in which our congregation lives) NYC suburb	Total Jewish population	Approx 20%
JEWISH INSTITUTIONS IN AREA	Westfield: Chabad, Scotch Plains: 1 Reform and 1 Conservative cong, Chabad, Cranford: 1 Conservative, Springfield: 1 Reform and 1 Conservative		
JCC	Scotch Plains		
Federation	Greater MetroWest		
Jewish Family Service	In Westfield, social worker office space in our Lavy House		
Central Jewish Education Agency	The Partnership of GMW		
Jewish Day School (which grades) ?	Golda Ochs Academy (formerly Shechter) K-12		

Other	Jewish day camp
Majority of members' children attend public school, private school, or Jewish day school ?	Public
Colleges, universities and music conservatories in the area include	Rutgers University, Kean University, Princeton University, Union County Community College, Drew University, Fairleigh Dickenson (Plus NYC universities)
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	25 miles from New York City, NJPAC (symphony, concerts, ballet, etc), SOPAC, local theater, Zimmerli Art Museum at Rutgers, Red Bulls Soccer, Somerset Patriots, Newark Bears, Meadowlands Sports arena (3 arena complex that is home to Giants, Jets, concerts and horse racing), NJ Devils hockey and Brooklyn Nets

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	\$105-\$120
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	X	Moving Allowance	X	Books & Periodicals		Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition	partial	Israel Trips	
		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	Jewish Jobs

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	Jenn White, VP of Education and Youth Development
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Jenn White	POSITION	VP of Education and Youth Development
STREET ADDRESS	756 East Broad Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Westfield, New Jersey 07090		
TELEPHONE NUMBER	201-927-5481	FAX	
E-MAIL	<u>snowwhitejenn@gmail.com</u>		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Jenn White: <u>snowwhitejenn@gmail.com</u>			
Ethan Prosnit: <u>eprosnit@tewnj.org</u>			

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

Mission Statement, adopted December, 2019:

Temple Emanu-El follows a proud tradition of Reform Judaism with a focus on Torah and worship, education, social action, Jewish culture, Israel and leadership. We work to build meaningful connections through Jewish values, celebrating each person's unique journey. We strive to be a compassionate and spiritual community dedicated to inclusion.

Grade	Day(s) and Times
Kindergarten, 1 st , 2 nd , 3 rd Grade & <i>Ma'ayan</i> : inclusive education for learners with disabilities	Sundays: 8:45-10:45am
4 th and 5 th Grade	Sundays: 8:45-10:45am PLUS 1 Weekday: Tuesdays, Wednesdays OR Thursdays 4:00-5:45pm
6 th Grade	Wednesdays: 5:45-7:45pm - <i>Nisayon</i> PLUS A minimum of 6 out of 11 monthly experiences offered at a variety of times; some for students, some for families PLUS optional Learning Lab available Tuesdays, Wednesdays AND Thursdays for 20 minute appt. times between 4:00-5:45pm
7 th Grade	Tuesdays: 7:00-9:00pm - <i>HaMakom</i>
8 th and 9 th Grade	Tuesdays: 7:00-9:00pm - <i>HaMakom</i> and/or Sundays - <i>Mitzvah</i> Corps meets monthly on Sundays: 10:45-12:15pm plus volunteer hours outside of class
10 th Grade	Tuesdays: 7:00-9:00pm - Confirmation
11 th and 12 th Grade	Tuesdays: 7:00-9:00pm - <i>HaMakom</i> and/or Sundays: 6:00-7:30pm - Café Torah, approx. twice per month
<i>Madrichim</i> Program for 8 th -12 th Grade	Our teens serve as leaders in our school, assisting teachers, working around the temple, leading worship services and shadowing students with disabilities. <i>Madrichim</i> work approx. one school session a week in our K-6th grade programs.