



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	TEMPLE SHOLOM	DATE OF APPLICATION	2/25/2020
STREET ADDRESS	1925 Lake Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Scotch Plains, NJ 07076		
TELEPHONE NUMBER	908-889-4900	FAX	
E-MAIL	karynweingarten@outlook.com	WEBSITE	sholomnj.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2020
POSITION TITLE	Director of Congregational Learning	FULL or PART-TIME	Part-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

The Director of Education works in partnership with our professional staff and lay leaders to develop and implement our congregational vision for Jewish learning. The role consists of 22 to 25 hours per week (hours vary during non-school weeks and summer) and is co-supervised by Rabbi Joel Abraham and the Board of Education.

Key components of this role include:

Communication – As the public face of the religious school, the Director of Education is a knowledgeable, enthusiastic, and innovative Jewish educator who relates well with students, parents, and teachers. Examples of responsibilities in this area include:

- Religious school communications to students, parents, and the congregation
- Congregational education days (one per trimester)
- Grade level Friday Shabbat services/dinners
- Special services/holidays (e.g., Simchat Torah/consecration, teacher appreciation Shabbat, etc.)
- Periodic prospective member events

Administrative/Supervisory – The Director of Education builds a positive, supervisory relationship with teachers, identifies issues with student development to help students of varying abilities succeed, manages budget and payroll, and works with other professional staff and the Board of Education. Examples of responsibilities in this area include:

- Supervision of Religious School Administrator
- Supervision of madrichim (teen aides on Sundays and Tuesdays)
- Monthly teaching staff meetings
- Weekly office staff meetings
- Monthly Board of Education meetings
- Special programming (e.g., religious school holiday celebrations, babysitting during high holidays, etc.)
- Participation in inclusion committee

Curriculum – The Director of Education proactively identifies when updates and changes to the current trimester curriculum and programming are warranted and leverages knowledge and innovations in Jewish learning to implement change and propel Temple Sholom's curriculum forward. Examples of areas of responsibility include:

- Grades K-6 Sunday morning program including Kesher (project-based elective learning for grades 5-6) and art/music for all grades
- Grades 3-6 Tuesday Hebrew program
- Grade 7 transition to post b'nei mitzvah and Grades 8-10 programming (typically Sundays)
- Family track (Saturday evening Havdalah program three times per trimester)

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	275	86	109 (K-7 th)	16
FIVE YEARS AGO	240	70	90 (K-7 th)	14
FUTURE DEMOGRAPHIC PROJECTIONS ARE 270-290				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	3	2	6	17	26	19	12	24	6	8	8	1	0
OTHER (specify):													

DAY CARE	No	PARENTS' DAY OUT	No	EARLY CHILDHOOD	No
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	Not responsibility of position – led by Rabbi			JEWISH PARENTING PROGRAMMING	Cantor
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Eisner, Harlem				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30 am – 12:00 pm	Tuesday 4:00 – 6:00 pm	Schedule varies; JU Education program	Monthly by Rabbi
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
No	No	Monthly/Saturday 4–7:00pm; Family Track	No
CAMP(CONGREGATION ONLY)	No		
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	Joel Abraham	Full	20
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Darcie Sharlein	Part	10 (2 additional as a student)
EDUCATOR	Jennifer Levine	Part (leaving the position)	4
ASSISTANT EDUCATOR			
ADMINISTRATOR	Barbara Cooke	Part	10
PROGRAM DIRECTOR			
YOUTH WORKER	Raphael & Rebecca Kasen	Part	5
EARLY CHILDHOOD EDUCATOR			

Does the professional staff undergo a regular performance review process? YES. How often? YEARLY. Please include a description of this process, especially as it applies to the educator. It is a discussion with the Rabbi, President, and Chair of the Board of Education.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Andrea Redmount	Part (12 hours/week)	Began Winter 2019
TO RABBI(S)			
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	No	ART	1 (same as Hebrew)
PRIMARY	2	COMPUTER	No
INTERMEDIATE	4 Sun/8 Tu	DANCE	Yes
UPPER		DRAMA	No
BAR / BAT MITZVAH	1 Sun	HEBREW	1 (same as Art)
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	No
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	No
CUSTODIAL STAFF (specify full or part-time)	2 (part-time)		

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	9
CHAPEL	No	ART ROOM	No
LIBRARY	No	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	No	YOUTH LOUNGE	No
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	No
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		N/A	

AGE of BUILDINGS:	SANCTUARY	5 years	SCHOOL	5y	OFFICE AREA	5 years
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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.

No

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1913	and became a member of the URJ (UAHC) in	1949
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 ?	If yes, in what year ?		

What are the three primary goals of your congregation/institution?
 Welcoming others into our community (inclusivity/accessibility); life-long learning/worship; fostering Reform Judaism

What are the congregation's/institution's strengths?
 Committed staff; we are not afraid to make change; our commitment to innovation

What are the strengths of your educational program?
 Expectation of innovation and excellence; committed teaching staff; special funds for innovation

What three qualities in your Educator are most important to the congregation/institution?
 Communication, administration, and vision

The three most important priorities of the congregation/institution's Educator should be:
 Learn and own the curriculum, review the curriculum/structure and work with lay leadership and clergy to revitalize it; keep learning and engaging our students

The single most important thing an Educator needs to know about the congregation/institution is:
 Temple Shalom takes pride in our leading-edge educational program

The three most important issues facing the congregation/institution in the next five years will be:
 Adjusting to accommodate larger class size (from an average of 16 to 25); stabilizing our budget with a voluntary dues system; energizing our volunteer 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 ?	June 1, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	563,892 (Union County)	Total Jewish population	35,000 (Union County)
JEWISH INSTITUTIONS IN AREA	JCC, Conservative Congregation in Scotch Plains, Reform Congregation in Westfield		
JCC	JCC of Central New Jersey in Scotch Plains		
Federation	Greater MetroWest		
Jewish Family Service	Jewish Family Service of Central New Jersey in Elizabeth		
Central Jewish Education Agency	None		
Jewish Day School (which grades) ?	Solomon Schechter		
Other			
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, and New York City schools		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	There are theaters, museums, music and sports events in the area and we are located one hour from New York City		

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	\$45,000
Percentage of pension (RPB) in addition to salary (15% recommended)	0%
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	No	Moving Allowance	No	Books & Periodicals	No	Sabbatical	No
Major Medical Insurance	No	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	No	ARJE Conference	*	Religious School Tuition	Yes	Laptop Computer	No
Long Term Disability Insurance	No	URJ Biennial	*	Early Childhood Tuition	No	Israel Trips	No
		Regional URJ Gathering	*	*conference budget line may be used			
Other (please specify)	Attendance at a URJ camp as faculty is encouraged for 1-2 weeks						

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	Karyn Weingarten, Immediate Past President and Chair of Educator Search Committee
Signature	KW

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Karyn Weingarten	POSITION	Immediate Past President
STREET ADDRESS	5 Timberline Way		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Watchung, NJ 07069		
TELEPHONE NUMBER	(908) 296-4814	FAX	
E-MAIL	karynweingarten@outlook.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Mark Nussenfeld, President		president@sholomnj.org	
Karyn Weingarten, Chair of Educator Search Committee		karynweingarten@outlook.com	

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

Temple Sholom is a Reform Jewish congregation that welcomes traditional and nontraditional families and individuals. Our congregation aspires to create a warm and caring atmosphere that fosters inclusiveness and community. We engage in life-long learning, worship, life-cycle events and social action (*Tikun Olam*). We cultivate a love and understanding of our Jewish heritage and promote the perpetuation of Judaism. We strive to be an inclusive and accessible synagogue, welcoming to all who wish to meaningfully participate in our Jewish community.