



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](mailto:sschickler@reformeducators.org)

CONGREGATION/INSTITUTION	Temple Sinai	DATE OF APPLICATION	Feb. 2020
STREET ADDRESS	9001 Hillpointe Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Las Vegas, NV, 89134		
TELEPHONE NUMBER	702 254 5110	FAX	
E-MAIL	rabbi@templesinailv.org	WEBSITE	www.templesinailv.org
URJ DISTRICT	Southwest	DATE POSITION IS AVAILABLE	07/01/20
POSITION TITLE	Director of Youth & Education Programming	FULL or PART-TIME	FT

- ☐ **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**

**Director of Youth Education & Programming** - Temple Sinai, Las Vegas

Vision for Temple Sinai: *Your Family, Your Home.*

**Mission for Temple Sinai:** Temple Sinai is a warm and welcoming Reform Jewish community dedicated to the support of Israel and passionate about lifelong learning, soulful worship, and social justice.

**Philosophy:** Relationships are at the core of this role. They lay the basis for any programs. Face to face meetings and phone calls are considered the most effective way of communicating with participants/parents and should be prioritized above eblasts and flyers.

**Core Experience and Qualifications:** At least three years full-time experience in informal or formal Jewish education preferred. Master's degree in Jewish Education, Teaching, Judaism or a related field preferred. Strong knowledge and understanding of Jewish traditions and practices, particularly those of Reform Judaism. High-energy person, with strong interpersonal and communication skills. Able to create programs, set priorities, work independently with volunteers and lay leadership and adapt to changing circumstances. Well organized person who can motivate, delegate and oversee to completion all programmatic tasks including working with other staff to create materials and market events to the congregation. Understands and promotes participatory team decision-making. Knowledge of basic computer applications along with social media e.g. Facebook, Instagram, as well as communication tools like ActiveCampaign and Remind, ability to create electronic posters and invites through programs like Canva. Ideally can sing and/or play an instrument.

**Hours:** Minimum of 40 hours/week. Available for flexible scheduling including evenings and weekends, particularly Friday nights, Saturday mornings and Sundays. The Director of Youth Education & Programming should have one full day off a week.

**Responsibilities:** Create, oversee, budget, facilitate and coordinate programs, activities, congregational and community wide events, including, but not limited to, the following areas (priorities for these activities can be jointly set with the Rabbi):

**Mark L. Haberkorn Religious School:** Overall administration of the Religious School including recruiting, interviewing, hiring, evaluating and retaining highly qualified religious school teachers. Maintain a creative, innovative and relevant curriculum for pre-K through 7th grade that encompasses Hebrew instruction, tefillah, history, holidays, life cycle, music and knowledge of Israel. Development and oversight of Jewish programs within the school curriculum that include parental/family involvement. Maintain communication with teachers via bulletins, conferences and faculty meetings. Fiscal management of the Religious School. Maintain the program's budget including materials, supplies and salaries. The Director will work with the Executive Director and Finance Committee to create a fiscally sound budget. Program the annual Religious School retreat/shabbaton. Create professional development standards and programs for teaching staff, utilizing programs like Gratz NEXT and others. Help lead Religious School services/assemblies. Coordinate the Madrichim. Strengthen the Religious School committee/room parent system. Attend Board of Trustee and other Temple meetings as requested.

**Youth Program:** PLEASE NOTE THAT OUR IDEAL IS THAT THE HEAD OF RELIGIOUS SCHOOL WILL ALSO RUN THE YOUTH PROGRAM BUT, IF THE SUCCESSFUL CANDIDATE'S STRENGTHS DO NOT LIE IN THIS AREA, WE WOULD WE OPEN TO FINDING A SEPARATE PERSON TO RUN THE YOUTH PROGRAM.

Direct oversight of Temple Sinai's NFTY program, SVTY. Organize separate elementary, middle and high school youth group activities at least once a month including empowering and guiding the teen TYG (Temple Youth Group) board to take ownership of the youth program. Oversee and develop advisors and staff to ensure appropriate coverage for all youth programming. Carry out contact and marketing between events on relevant social media platforms and one to one/small group meetings with key youth leaders. Building positive relationships with teens' parents/guardians. Running High Holy Days activities for teens at least once on each of Rosh HaShanah and Yom Kippur. Involve the youth groups in the wider congregation where appropriate such as attendance at Friday Night Live. Actively promote Jewish summer camps to young people, particularly U.R.J camps. Bring the youth group closer to NFTY including sending teens to NFTY Southwest Region & international NFTY conventions. Coordinate events, where possible, with other Las Vegas valley youth groups. Maintain an effective and secure filing system and database of participants. Ensure parental permission for participation is given where needed. Report all accidents and health & safety concerns to the Rabbi and/or Executive Director.

**Bar Mitzvah Program:** Collaborate with the Rabbi and Cantorial Soloist to enhance the program and build a cohort each year beyond the one-on-one tutoring.

**Administration:** Attend Shabbat and other holiday services that include religious school programs. Maintain confidential student and personnel records. Establish annual school calendar and coordinate room utilization with the Executive Director. Report all accidents and health & safety concerns to the Rabbi and/or Executive Director. Prepare monthly articles for the Temple bulletin and work with the Marketing committee to submit regular articles and ads to the local newspaper. Establish and maintain collaborative relationships with the parent community and community at large to facilitate continued growth in religious school enrollment and Temple membership. Supervision and training for the madrichim program.

**Community Building:** Design opportunities for youth and parents with school age children, K-12 to meet beyond the walls of Temple Sinai and beyond the traditional meeting times.

**Training and Development:** Attendance at relevant conventions and seminars (e.g URJ Biennial, the Association of Reform Jewish Educators annual conference, NewCAJE, Gratz NEXT, etc.) is required and a reasonable budget for this will be provided.

**Reporting and Supervision:** Reports ultimately to the President, daily supervision and oversight by the Rabbi.

**Other Key Relationships:** Cantorial Soloist, Executive Director, Board of Trustees.

#### 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	400	75	100	15-20
FIVE YEARS AGO	300	60	75	10-15
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

#### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
5	5	11	7	6	11	11	20	19	6	6			
OTHER (specify):													

<b>DAY CARE</b>		<b>PARENTS' DAY OUT</b>	*	<b>EARLY CHILDHOOD</b>	*
<b>OTHER (specify):</b>					

<b>HEBREW BEGINS IN GRADE</b>	3	<b>AND CONTINUES THROUGH GRADE</b>	7	<b>CONFIRMATION BEGINS IN GRADE</b>	8
<b>ADULT PROGRAMMING</b>	weekly Torah study, mini courses, adult lectures, scholars in residence but none in the purview of this job as a priority.			<b>JEWISH PARENTING PROGRAMMING</b>	no
<b>CAMPS (URJ REGIONAL AND CONGREGATIONAL)</b>	Religious School retreat, Newman, 6 Points Sports/SciTech/Creative Arts, Alonim, JCA Shalom, Stein, Havaya Arts.				

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun. 9.30am-12pm	Wed. 4.30-6.30pm	Wed. 4.30-6.30pm	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
7am-6pm Mon-Thurs but non-Jewish private pre-school on our campus, owned by us.		Parents nights out and coffee dates, Purim Carnival, Musical Shabbat, Chanukah Party, Congregational Retreat, Tots Shabbats.	
CAMP(CONGREGATION ONLY)			
Religious School Retreat at local camp site.			
OTHER (specify)	Youth Groups events monthly for Sr. and Jr. Youth Groups, attendance at regional NFTY Kallot (hosting Spring Kallah April 2019), sent two campers to Kutz in the last three years.		

## 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.			
	<b>NAME</b>	<b>FULL or PART-TIME</b>	<b>YEARS SERVED</b>
<b>SENIOR RABBI</b>	Malcolm Cohen	F	11
<b>CANTORIAL SOLOIST</b>	Heather Klein	F	5
<b>DIRECTOR OF JEWISH EDUCATION</b>	Alex Weisz	F	3
<b>EXEC. DIRECTOR</b>	Phil Scully	F	5
<b>YOUTH WORKER</b>	See Alex above		
<b>EARLY CHILDHOOD EDUCATOR</b>	Sharon Knafo	F	5
<b>CONTROLLER</b>	Lori Dougherty	P	5
<b>RECEPTIONIST</b>	Delilah Cruz	F	1
<b>FACILITIES</b>	Maria Alcocer-Reyes	P	2
<b>FACILITIES</b>	Rene Quintana	P	2
<b>FACILITIES</b>	Denise Rotunno	P	2

**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.**

There are weekly meetings with the rabbi and an annual review meeting.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Treasa McNamee	F	2
TO RABBI(S)	Treasa McNamee	F	2
TO CANTOR(S)	Treasa McNamee	F	2
TO ADMINSTRATOR	Treasa McNamee	F	2

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY	6	COMPUTER	
INTERMEDIATE	2	DANCE	
UPPER	1	DRAMA	
BAR / BAT MITZVAH	3	HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	3 part-time		

#### IV. FACILITIES

SANCTUARY	*	NUMBER OF CLASSROOMS	7
CHAPEL	*	ART ROOM	
LIBRARY	*	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	*	YOUTH LOUNGE	*
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	*
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes		

<b>AGE of BUILDINGS:</b>	<b>SANCTUARY</b>	5	<b>SCHOOL</b>	5	<b>OFFICE AREA</b>	5
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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

<b>The Congregation / Institution was founded in</b>	2007	<b>and became a member of the URJ (UAHC) in</b>	2012
<b>The Shabbat prayer book used is</b>	Mishkan Tefila		
<b>The High Holy Day <i>machzor</i> used is</b>	Mishkan HaNefesh		
<b>Has the Religious School received ARJE Accreditation ?</b>	No	<b>If yes, in what year ?</b>	

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

To become a warm and welcoming “family” and “home” for our members.

To transform and inspire members with programs which involve soulful worship, lifelong learning, support of Israel and social justice.

To engage members in the work of the wider Las Vegas Valley.

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

A warm and welcoming atmosphere.

We are in a perfect location in Las Vegas, with families and individuals continuing to move here (low cost of living, cheaper real estate, no state income tax, great weather/entertainment, inspiring landscape, little traffic).

We have a willingness to partner with other organizations in experimental programs.

### What are the strengths of your educational program?

Seamless integration between the formal and informal sides.

Heavy involvement in regional NFTY conventions.

Close-knit, supportive, senior team of educator, rabbi and cantorial soloist.

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

An ability to build relationships which should drive everything. Relationship-building is even more important than programming.

They should be motivated to research and use wisdom from the Reform Movement and beyond to understand best practice.

A fearless attitude towards experimentation.

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

Nurturing and developing teachers and youth leaders.

Building parental support and involvement for the youth and education programs.

Community building for families with school age students.

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

We pride ourselves on our warm and welcoming culture and work hard to maintain it. This is based on Martin Buber's assertion that "All real living is meeting". Relationships are at the core of everything we do.

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

Nurturing new congregational leaders/succession planning.

Taking advantage of the continued demographic growth in Southern Nevada.

Ensuring we have enough space for our educational programs.

**VI. INCUMBENT EDUCATOR**

<b>Has the current educator been informed that the congregation / institution is in placement ?</b>	Yes
<b>On what date will the current educator relinquish his/her position ?</b>	6/30/20

**VII. COMMUNITY ATTRACTIONS**

<b>General population of location</b>	2,000,000	<b>Total Jewish population</b>	80,000
<b>JEWISH INSTITUTIONS IN AREA</b>			
<b>JCC</b>	*		
<b>Federation</b>	*		
<b>Jewish Family Service</b>	*		
<b>Central Jewish Education Agency</b>			
<b>Jewish Day School (which grades) ?</b>	* Pre-k through High School		
<b>Other</b>	Israeli American Council, ADL, Kollel, JNF, Friends of the IDF		
<b>Majority of members' children attend public school, private school, or Jewish day school ?</b>	Public		
<b>Colleges, universities and music conservatories in the area include</b>	UNLV, Touro University, Roseman University, UMC, College of Southern Nevada		
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b>	There is no state income tax and a very low cost of living including real estate. Shows on "The Strip" including multiple Cirque De Soleil productions and residencies by the most famous names in music and magic, The Smith Center for the Performing Arts, home of the Las Vegas Philharmonic, Broadway Shows, Mob Museum, Neon Museum, Children's Museum. Immediate access to stunning desert hiking areas. Las Vegas 51s Baseball, (brand new stadium) UNLV Rebels Basketball, Golden Knights Hockey (brand new arena), Raiders Football, (brand new stadium) WNBA team, Las Vegas Lights Soccer. An easy drive to Los Angeles, San Diego, The Grand Canyon, Bryce Canyon, Zion Canyon.		

## VIII. REMUNERATION

<b>INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.</b> 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 <b>DO NOT</b> WRITE "negotiable", or "open," or "not yet determined" with no numbers included. <b>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."</b>	
<b>PROPOSED SALARY or SALARY RANGE</b>	\$50-65k
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	
<b>Length of original contract (two years recommended)</b>	2

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	EE Sponsored group plan	Moving Allowance	yes	Books & Periodicals		Sabbatical	
Major Medical Insurance	EE Sponsored	Professional Dues	ARJE	Congregational Membership	yes	Cell Phone	
Dental Insurance	EE Sponsored	ARJE Conference	yes	Religious School Tuition	yes	Laptop Computer	yes
Long Term Disability Insurance		URJ Biennial	yes	Early Childhood Tuition		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 ?	Jewishjobs/Jedlab jobs/ISJL
If "YES" please indicate which one and the title by which it is being listed	

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.
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Name of person completing this form and position in congregation / institution	Rabbi Malcolm Cohen
Signature	Malcolm Cohen

#### CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Ilana Shapiro	POSITION	President
STREET ADDRESS	Temple Sinai, 9001 Hillpointe Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Las Vegas, NV, 89134		
TELEPHONE NUMBER	702 497 3499	FAX	
E-MAIL	eyeshaps@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
<a href="mailto:eyeshaps@gmail.com">eyeshaps@gmail.com</a> , <a href="mailto:rabbi@templesinailv.org">rabbi@templesinailv.org</a> ,			

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

**Vision for Temple Sinai - Your family, your home.**

#### Mission Statement for Temple Sinai:

Temple Sinai is a warm and welcoming Reform Jewish community dedicated to the support of Israel and passionate about lifelong learning, soulful worship, and social justice.

#### Support of Israel

(Yisrael) - We build relationships with the State, the Land and the People of Israel to enrich our Jewish identity and deepen our Jewish commitment.

#### Lifelong Learning

(Torah) – Wherever you find yourself, we want to help you get to the next stage of your Jewish journey. We offer formal and informal opportunities

for learners to find genuine meaning and answers to keenly felt moral questions and personal issues within the Jewish tradition.

#### Soulful Worship

(Tefilah) - Through uplifting music and communal prayer experiences, we ignite the divine spark within our members. We offer spiritual opportunities for worshippers to reflect on their lives and find meaning.

### **Social Justice**

(Tikun) – Learning and worship should lead to action. We volunteer for inspiring organizations and also work with various groups in a non-partisan fashion to find long-lasting solutions to the root causes of local and societal problems.

### **Creating Community**

(Kehilah) – Our members continually strive to provide a warm and welcoming, family atmosphere in the congregation. We empower congregants to become involved in all aspects of synagogue life and embrace all who are interested in creating a Jewish life for themselves and their families.

Our communal ties extend beyond our synagogue walls and reach out to the entire Las Vegas valley, as well as to Israel and the rest of the Jewish People.