



# 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)

<b>CONGREGATION/INSTITUTION</b>	Congregation Beth Israel	<b>DATE OF APPLICATION</b>	4/10/20
<b>STREET ADDRESS</b>	9001 Towne Centre Drive		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	San Diego, CA 92122		
<b>TELEPHONE NUMBER</b>	858-535-1111	<b>FAX</b>	858-900-2502
<b>E-MAIL</b>	cbi@cbisd.org	<b>WEBSITE</b>	cbisd.org
<b>URJ DISTRICT</b>	San Diego	<b>DATE POSITION IS AVAILABLE</b>	
<b>POSITION TITLE</b>	Director of Education	<b>FULL or PART-TIME</b>	Full

☐ **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.

☒ **Director of Education**—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**

See attached.

## 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	1121		410	50
FIVE YEARS AGO	1180	250	431	52
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
20	27	34	41	33	38	36	36	37	25	19	26	19	14
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	127
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING				JEWISH PARENTING PROGRAMMING	Family Ed K-6
CAMPS (URJ REGIONAL AND CONGREGATIONAL)					
Two weekend winter camps, Summer camp K-4, B'nei Mitzvah Boot Camp - 6					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
PreK-2 Sun 9-11:30 am; 3-6 Sun 10-11 am; 7-Tues 4-5:45 pm; 8-12 Tues 5:45-8 pm	Sun-10-11:30 am/Wed or Thur 4 to 6 pm	Tuesday 6:30 to 7:15 pm	Tuesday 5:45-8 pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Mon-Fri 9-1 pm	1-5 pm	Family Ed. 1x/year Sun 9-11:30 am	
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
SENIOR RABBI	Rabbi Jason Nevarez	FULL	Starts July 1
RABBI/CANTOR	Rabbi Arlene Bernstein	FULL	23
ASSISTANT RABBI	Rabbi Jeremy Gimbel	FULL	3
EXECUTIVE DIRECTOR	Lesley Mills	FULL	14
PROGRAM DIRECTOR	Ilene Tatro	FULL	4
EARLY CHILDHOOD EDUCATOR	Cathy Goldberg	FULL	5
DEVELOPMENT DIRECTOR	Meg Mandel	PART-TIME	4
MEMBERSHIP & ENGAGEMENT DIRECTOR	Bethany Eisenberg	FULL	10
FINANCE DIRECTOR	Natalie van de Burgt	FULL	5
CARING COMMUNITY DIRECTOR	Katey Lindley	FULL	3
INTERIM DIRECTOR, RS	Marcia Tatz Wollner	FULL	1
RS EDUCATIONAL PROGRAMMING DIRECTOR	Jessica Kretzer	FULL	1
FACILITIES DIRECTOR	Bill Klansnic	FULL	3

**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.**

Each employee may receive periodic performance reviews conducted by his or her supervisor. Performance evaluations may be conducted annually, on or about the anniversary date of employment, or at other times deemed appropriate. Usually these entail asking the employee to conduct a self evaluation based on certain questions/criteria, followed by a review from their supervisor. Input from lay leaders and colleagues may also be sought.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	FULL	3
TO RABBI(S)	2	FULL	20 & 7
TO CANTOR(S)	Included above		
TO ADMINSTRATOR	1	FULL	14

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	2	ART/Music	2
PRIMARY	7	COMPUTER	
INTERMEDIATE	3	DANCE	1
UPPER	3	DRAMA	
BAR / BAT MITZVAH		HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	10	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	2 volunteers
CUSTODIAL STAFF (specify full or part-time)	4 full-time for entire congregation; 2-3 part-time		

8 teachers do 1:1 tutoring

#### IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	19
CHAPEL	Yes	ART ROOM	1
LIBRARY	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? YES			

AGE of BUILDINGS:	SANCTUARY	19	SCHOOL	19	OFFICE AREA	19
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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.

N/A

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1861	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan T'filah & Mishkan Halev		
The High Holy Day <i>machzor</i> used is	Mishkan HaNafesh		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	N/A

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

Our three primary goals are consistent with Beth Israel's mission statement. Our goals are to:

- Be inclusive, warm, welcoming and open to all who seek to participate in Reform Judaism.
- Provide members with meaningful and enduring connections to Judaism – through spiritual enrichment, worship, lifelong learning and social action – while evolving to meet the changing needs of our community.
- Grow membership by retaining and further engaging existing members and attracting new members to ensure our continued financial strength and perpetuate our role as the historic center of Jewish life in San Diego.

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

**Excellence in programming:** Beth Israel's rich, vibrant history of excellence throughout our programming, worship music, and education have instilled strong loyalty among members. This and the personal connections most congregants make within one or more communities in our diverse congregation are proven sources of strength. Our lay leaders and staff are highly engaged, enthusiastic and innovative. Our large volunteer adult and youth choirs and professional-quality band add *ruach* to Friday night services. Our lay-led Shabbat morning minyan flourishes. We have an award-winning Chavurah network, a caring community program, thriving adult education and Israel programming, innovative social action and outreach-to-interfaith initiatives, and groups tailored to young adults and seniors. Our Hunger Project has fed about 600 homeless people every Sunday for over 30 years. TRIBE is for adults in their 20s to 40s who "Jew together and do kindness in the community." Encore is for those nearing and new to retirement.

**Our People:** We are a thriving, large congregation that is comprised of many smaller communities, each with an established and unique identity. We are a diverse congregation whose culture is infused with a desire to welcome everyone, and help members get genuinely connected into their areas of interest at Beth Israel. Our members wholeheartedly support these ideals, and our energetic, talented and dedicated staff is composed of true professionals committed to being warm and welcoming. Specific individuals specialize in membership and engagement and caring community, and every staff member, from the custodians and security guards to the clergy, greet with enthusiasm and wish members Shabbat Shalom.

**Financial Fortitude:** Beth Israel's assets of more than \$27 million include a 65,000-square-foot campus on three acres located in a prime area of San Diego adjacent to La Jolla. The congregation owns our 19-year-old campus outright and we are debt-free. Our \$11 million endowment generates \$500,000 of annual operating income in perpetuity and we have \$6.4 million in known legacy pledges that will raise our endowment to at least \$17 million. Our annual budget is \$6.1 million. Leadership is committed to operating with a balanced budget. Cash flow is strong. Our financial statements are independently audited annually.

**Entrepreneurial Character:** We welcome fresh ideas, innovation and enhancements. In 2017 our solar plant became fully operational and already is reducing annual electricity costs by \$70,000. Three years ago, we hired a well-connected past president as our development director to work directly on securing our financial future. We're winding up the 2nd year of rolling out a new membership model, *Give to Your Heart's Content*, in which members self-determine their membership commitment. We were an early adopter of online streaming of High Holy Days worship services and assistive hearing technology for our hearing-impaired members.

**History of Leadership:** Our strength relies on a 159-year legacy as the oldest, largest and leading congregation in San Diego. In 2011-12 we marked our 150th anniversary with a year-long celebration that included notable speakers and entertainers, events in all three of our historic synagogue homes, the scribing of a new Torah and the publication of a hardback history book. Throughout our distinguished history, Beth Israel's rabbis have served as thought leaders, creating a spiritual second home, where San Diego Jews celebrated with one another and consoled one another, sought answers through worship and study, and worked together to make the world better and more just.

What are the strengths of your educational program?

- Thriving adult education, social action and Israel programming that offers a broad range of exciting classes, programs and events, including Scholar in Residence weekends.
- Early Childhood Education which offers a dynamic and expanding range of programs including: Bill and Sid Rubin Preschool and Infant Care Center, camp programs, a variety of occasional and weekly programs for parents and young children.
- Religious school enrollment of over 400 from PreK to 12<sup>th</sup> grade with two multi grade camp weekends.
- Summer camp for grades K-4, plus B'nai Mitzvah Boot Camp
- High level of parental support and desire for enhanced community and learning opportunities.
- Three active youth groups for students 4<sup>th</sup> through 12<sup>th</sup> keep youth meaningfully engaged.
- Active Madrichim program with over 76 kids
- Immersive travel experiences to keep youth engaged post BBM, including Jewish Los Angeles for 8<sup>th</sup> graders, NFTY SoCal Social Justice kallah for 9<sup>th</sup> graders, L'Taken trip to Washington DC for 10<sup>th</sup> graders, Platt Youth to Israel program for 11<sup>th</sup> graders and AIPAC trip for 12<sup>th</sup> graders
- Expanded special needs programming with pull-out Hebrew, one on one teaching and student resource room which provides a highly specialized learning environment involving special education teacher and Madrichim who are interested in special education

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

- A creative and collaborative out-of-the-box educational thinker; someone who can foster new ideas and implement educational vision for K-12 families that offers relevance in an ever-changing landscape.
- A creative thinker and community builder, who will nurture a spirited atmosphere of Jewish learning and living.
- A dynamic and energetic person with strong interpersonal skills who is able to both lead and collaborate with a superstar team of professionals, volunteers and students.

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

- Help us create and implement a vision of K-12 programming that is innovative, sustaining, and can respond to a [Jewish] world in flux. This includes exploring flexible models (i.e. virtual platforms) and informal/non-traditional models of standard classroom Jewish education (being located in San Diego offers exciting potential for experiential opportunities).
- Align our offerings with a world that is in a time of unprecedented change. A commitment to fit what learners/families need not just for today, but for their future.
- To inspire a passion for learning, responsibility to self and community and to Jewish living; to constantly hold up that mirror to honor that various types of learners can find a place here.

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

We take great pride in our School community and view it as a vital part of congregational life. Our next director will serve as an innovative educational leader who can build off of our proven outcomes, helping to lead the school, staff and families through a time of unprecedented challenge and change in our world. Even though Beth Israel is a large congregational community, the staff is a warm and collaborative team of which the director is a part. Staff are supportive of each other and strive for the good of everyone's work, not just their own. Further, in the spirit of true

partnership and collaboration, we work closely with lay leaders and volunteers in envisioning and strengthening our work.

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

**Aging Membership with Retention Issues:** At Beth Israel our population is aging: 50 percent of members are older than 60, and more are older than 50. Attracting and retaining younger members is a critical strategic challenge and opportunity for Beth Israel. We feel an important factor is keeping our front doorways open to younger families and our schools at peak performance. But, there are also questions we don't yet know how to address that pertain to changes in American Judaism. Nowhere are these changes more pronounced than in Reform Judaism or more apparent than in Southern California, where affiliation rates are well below those of a generation ago and below national averages. Some members relate to the temple only as consumers, without a historic sense of obligation to support the institution. The discovery a few years ago that half of new members resign within five years of joining prompted the realization that we must find new ways to address retention.

**Broadening Financial Support:** From the comprehensive strategic planning processes we undertook in 2005 and 2010, and the more focused studies conducted in 2014 and 2018, we became aware of a challenge and opportunity in the arena of financial support. Participation in fundraising campaigns such as our endowment campaign, our legacy bequest society and enhanced dues is over 15 percent of members. Imagine if we could impact that participation rate! After the 2014 strategic visioning process we invested in a Development Director and selected a well-connected past president for that role. We also shifted membership dues to a commitment-based model, called *Give To Your Heart's Content*.

**Reform Trends:** Notwithstanding our proud, 158-year history in San Diego and our outstanding reputation, Beth Israel is also affected by the powerful forces impacting the entire Reform movement.

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes. Current educator serves in an interim capacity.
On what date will the current educator relinquish his/her position ?	7/1/20

## VII. COMMUNITY ATTRACTIONS

General population of location	Total Jewish population
<b>JEWISH INSTITUTIONS IN AREA</b>	Jewish Family Service, Jewish Federation, Jewish Community Center, Jewish Community Foundation, Hillel, Anti-Defamation League, Leichtag Commons & Coastal Roots Farm, Hadassah, Camp Mountain Chai, Moishe House, Chesed Home, Friendship Circle
<b>JCC</b>	Yes
<b>Federation</b>	Yes
<b>Jewish Family Service</b>	Yes
<b>Central Jewish Education Agency</b>	None
<b>Jewish Day School (which grades)?</b>	San Diego Jewish Academy (K-12), Soille Hebrew Day School (preschool through middle), Torah High School (9-12), Southern California Yeshiva High, Chabad Hebrew Academy
<b>Other</b>	Cemetery: Beth Israel owns burial space at El Camino Memorial Park and Cypress View Mausoleum
<b>Majority of members' children attend public school, private school, or Jewish day school?</b>	Majority attend public schools



<b>Colleges, universities and music conservatories in the area include</b>	UC San Diego, San Diego State University, University of San Diego, California State University - San Marcos, Point Loma Nazarene University, California Western School of Law, National University, University of Phoenix, Grossmont College, MiraCosta College, Mesa College, San Diego City College, Palomar College, Southwestern College, Miramar College
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?</b>	Balboa Parks hosts 17 museums and 17 theatres and performing arts center. San Diego Opera, San Diego Symphony, Museum of Contemporary Art, San Diego Zoo, San Diego Padres, La Jolla Playhouse, Old Globe Theatre, New Children Museum

## 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."**

<b>PROPOSED SALARY or SALARY RANGE</b>	\$90,000 to \$100,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	N/A

<b>STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY</b>							
Medical-Hospitalization	X	Moving Allowance	Neg	Books & Periodicals	X	Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	X
Dental Insurance	X	ARJE Conference	X	Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition	Neg	Israel Trips	
Life Insurance	X	Regional URJ Gathering	X				
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

<b>In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will</b>	
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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

<b>Name of person completing this form and position in congregation / institution</b>	Executive Director Lesley Mills
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Pending	POSITION	
STREET ADDRESS			
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE			
TELEPHONE NUMBER		FAX	
E-MAIL			
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Rabbi Jason Nevarez, Senior Rabbi		rabbinevarez@cbisd.org	
Lesley Mills, Executive Director		lmills@cbisd.org	

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



## **POSITION DESCRIPTION**

Position Title: Director of Education  
Employment Status: Exempt  
Reports to: Senior Rabbi

### **GENERAL OVERVIEW:**

The Director of Education oversees all aspects of the Religious School and High School, in addition to family and intergenerational education/programming, in accordance with the policies, goals and objectives of the Board of Directors. In this position, the Director of Education:

- Implements and carries out the policies and programs approved by the Board of Directors.
- Ensures a smooth and orderly operation of the Religious School and High School.
- Collaborates and works closely with Senior Rabbi, Board of Directors, Board Education Vice President and the Religious School Committee in the development of Religious School programs and curriculum.
- Ensures adherence to CBI's vision for education. Provides leadership in developing educational programs. Works collaboratively with the Senior Rabbi and Senior Staff on current and new educational programming and strategies that are beneficial to CBI. Ensures that the organization has a long-range educational strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Reports regularly to the Senior Rabbi and Board of Directors on the status and activities falling under the scope of the Director of Education.
- Provides sufficient data to enable Senior Rabbi and Board of Directors to make informed decisions on educational matters.
- Is present at all major synagogue functions.
- Maintains a working knowledge of significant developments and trends in Jewish life in congregations and through URJ, NATE, and HUC-JIR.
- Works towards ensuring a warm, positive relationship with children and families.
- The Director of Education will be part of CBI's educational team, along with the senior rabbi, Program Director and Early Childhood Education Director.

### **SPECIFIC RESPONSIBILITIES:**

Essential duties and responsibilities include the following:

#### **Educational Programming**

- Design, organize, coordinate, and supervise academic instruction and educational programming for children and teens.

- Generate ideas and design, develop, implement, and review all curricula and programming, including extracurricular programming and enrichment activities, for Religious School/High School grades kindergarten through 12.
- Develop programs, organize, coordinate, and supervise school and family camps and retreats.
- Work with lay leadership and staff to determine educational objectives.
- Work with the Religious School Parent Committee, High School Committee, and other appropriate committees. Attend meetings and assist chairs in setting meeting dates, and preparing agendas and board reports. Execute tasks agreed upon with committee. Work with other CBI committees and affiliates as appropriate.
- Teach in high school program, Confirmation class, and adult education as appropriate and schedule/time permits. Lecture and conduct workshops and seminars for parents and families.
- Develop a comprehensive and well-defined program of family and intergenerational education.
- At times, participate in group meetings/classes with b'nai mitzvah families. Track students' Hebrew progress.
- Develop programs that allow children of all abilities and learning types to participate in synagogue life.

### **Educational Management**

- Provide ongoing, consistent written and oral communication with parents, written and oral. Make regular presentations to parents on topics related to the school, education, and Jewish parenting.
- Project enrollment for the Religious School/High School.
- Develop, maintain and update Religious School Handbook and other policy materials.
- Determine registration procedures in consultation with appropriate stakeholders.
- Develop schedules for classes and programs.
- Ensure all marketing materials, forms, packets, etc. are consistent with CBI graphic and presentation standards.
- Supervise all administrative functions related to the Religious School/High School, e.g., registration, scheduling, classroom placement of teachers and students, etc.
- Develop and manage purchasing procedures for textbooks, resource materials, equipment, supplies, and other school-related materials. Work with staff to select and order books and materials.
- Establish procedures relating to safety and conduct of students. Provide for student guidance and help teachers maintain student discipline.
- Supervise library

### **Human Resources**

- Project staffing needs.
- Recruit, interview, and determine the selection, promotion, retention or dismissal of all Religious School/High School personnel, in accordance with established protocol.
- Directly supervise all Religious School/High School teachers, personnel, office staff, and librarian. Work with staff to facilitate professional competence.
- Conduct performance evaluations in accordance with established policy.
- Conduct faculty meetings.
- Provide substitute teachers or arrange other programming when teachers are absent.
- Provide in-service training for teaching staff.
- Maintain a climate that attracts, keeps and motivates a diverse high-quality staff.

## **Financial/Business Management**

- Prepare and administer the Religious School/High School budget and library budget in consultation with the Executive Director and/or Director of Finance.
- Prepare periodic reports on enrollment statistics and overall school performance.
- Supervise total administrative function, which includes task delegation, records, public relations, publicity, and payroll, in accordance with established administrative policy.
- Ensure proper billing and collection in accordance with established procedure.

## **Congregational Responsibilities**

- Consult with Senior Rabbi to develop educational philosophy.
- Communicate educational philosophy.
- Participate in senior staff meetings.
- Promote and present “face” of the school to CBI members, prospective members and the community at large. Update and maintain current information on congregation’s Web site and e-mail blasts. Write/coordinate school-related press releases, articles, and publicity for Tidings and community newspapers, magazines, etc.
- Work with synagogue committees and affiliates as appropriate.
- Participate in ongoing congregational activities, celebrations, functions, and programs. Attend and participate in family Shabbat services, b’nai mitzvah services, holiday and other services as appropriate and time permits.
- Organize and coordinate with clergy special events held to recognize students’ and teachers’ achievements or to celebrate special events in school, e.g., Consecration, Confirmation, graduation, family Shabbat services, teacher appreciation Shabbat, etc.
- Provide guidance to congregants in area of education and family relationships.
- Supervise congregational library.
- Coordinate and supervise monthly grade-level Shabbat services and family dinners/Oneg Shabbat receptions.
- Represent Congregation Beth Israel in community educational activities and in community and national organizations.
- Help to recruit for Jewish summer camps.
- Be present at all major synagogue functions.
- Maintain a working knowledge of significant developments and trends in URJ, AJRE, congregations and Jewish learning.

## **WORKING RELATIONSHIPS:**

- Reports to Senior Rabbi
- Regular interface with Executive Director
- Supervises Director of Religious School Programs, Office Manager and Youth Director, and Religious School faculty
- Works closely with Board Education Liaison and Board of Directors
- Member of Senior Staff Team
- Represents CBI within both the Jewish and general community
- Serves on committees and task forces as deemed appropriate

## **CORE COMPETENCIES:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Beth Israel. Can teach those values to others. Leads his/her leadership team to identify unique educational mission and vision, including identifying new programs (strategies, initiatives, etc), which are in line with the mission and vision of the synagogue.
- **Interpersonal skills:** Demonstrates the ability to lead others. Demonstrates skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. When appropriate, holds others accountable in a productive, constructive and kind manner.
- **Team Building Skills:** Guides staff in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious.
- **Caring Community:** Promotes CBI's commitment to building and sustaining a warm and welcoming culture. Acts as a model to staff; guides and empowers staff to engage in practices and build relationships with children, parents and congregants that support welcoming, excellent service and education, and meaningful, positive interactions.

**This is an exempt, full-time position. Nights and weekends will be required. Other duties may be assigned and duties may change from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The employee is able to perform essential functions of the job with or without reasonable accommodation.**



## MISSION, VISION, & VALUES STATEMENT

### OUR MISSION

Congregation Beth Israel, the historic center of Jewish life in San Diego, is an inclusive Reform congregation that offers a warm welcome and a nurturing home to all who seek a meaningful and enduring connection to Judaism.

### OUR VISION

*To fulfill our mission, we aspire to the following:*

**Connection:** To build a strong sense of Jewish community and to open doorways to a deeper understanding of Judaism through our observances, programs, services, and relationships

**Spiritual Enrichment and Worship:** To provide diverse opportunities to find inspiration, meaning, comfort, and spiritual enrichment, both personally and communally

**Lifelong Learning:** To pursue excellence in Jewish education for members and non-members of all ages, and to cultivate a congregational culture of lifelong learning

**Inclusivity and Outreach:** To build upon our historic legacy of outreach to interfaith couples and families, and to welcome members of every age, race, sexual orientation, background, lifestyle, situation, and level of observance

**Caring Community:** To acknowledge and engage our members at every stage of their lives, and to offer compassion and acts of loving kindness to individuals and families during times of need

**Social Action:** To help our congregants and the greater San Diego Jewish community to become informed and effective in the pursuit of social justice and tikkun olam

**Israel:** To enhance our congregants' understanding of the unique connection between all Jews and the State of Israel, to express our commitment to our Jewish homeland, to advocate for Israel, and to support the Reform Movement in Israel

**Sacred Partnership:** To evolve this shared vision for our congregational future through a partnership of clergy, lay leadership and senior staff that is grounded in mutual respect and collaborative spirit

### OUR VALUES

*Our congregation's core values are rooted in Jewish text and tradition:*

מה-טבו אהליך זעקב...



*Mah tovu ohalecha Ya'acov ...*

**"How goodly are your tents, O Jacob..." (Numbers 24: 5a)**

Congregation Beth Israel welcomes all who seek to enter our gates. We are an embracing Jewish community ... a refuge, a wellspring, a dwelling place on life's sacred journey.

וַעֲשׂוּ לִי מִקְדָּשׁ וְשָׁכַנְתִּי בְתוֹכָם:

*V'asu li mikdash, v'shachanti b'tocham.*

**"Let them build Me a Sanctuary, and I will dwell among them" (Exodus 25:8)**

Congregation Beth Israel has created a sanctuary to welcome God's presence through prayer, memory, music, meditation and celebration.

עֵץ-חַיִּים הִיא לַמַּחֲזִיקִים בָּהּ...

*Eitz chayim hi lamachazikim bah...*

**"It is a tree of life for those who hold fast to it..." (Proverbs 3:18)**

Congregation Beth Israel is committed to offering abundant opportunities for learning, recognizing that lifelong Jewish study connects us to our history and traditions and ensures our future.

אַל תִּפְרוֹשׁ מִן הַצִּבּוּר...

*Al tifrosh min hatzibur...*

**"Separate yourself not from the community" (Mishnah Avot 2:4)**

Congregation Beth Israel is a community within greater communities. As part of קלל ישראל (K'lal Yisrael), we value our connection to Israel and world Jewry and to all humankind. We are dedicated to pursuing צדק (tzedek), justice, and to performing מצוות (mitzvot).

עַל שְׁלוֹשָׁה דְּבָרִים הָעוֹלָם עוֹמֵד; עַל הַתּוֹרָה וְעַל הָעֲבוּדָה וְעַל גְּמִילוּת חַסָּדִים:

*Al sh'loshah d'varim ha'olam omeid: al ha Torah, v'al ha'avodah, v'al g'milut chasadim.*

**"The world stands on three things: Torah, worship, and deeds of loving-kindness" (Mishnah Avot 1:2).**

Our synagogue is supported by the pillars of God, Torah and Israel. We rely upon the foundation of our teachings, values and beliefs to guide our actions and decisions on the path of דרך ארץ (derech eretz) ... kindness, justice and integrity.