



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
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New York, NY 10017-6778
212-452-6510

sschickler@reformeducators.org

CONGREGATION/INSTITUTION	Congregation Emanu-El, San Francisco	DATE OF APPLICATION	05/07/20
STREET ADDRESS	2 Lake Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	San Francisco, California 94118		
TELEPHONE NUMBER	415-751-2535	FAX	
E-MAIL	jsinger@emanuelsf.org	WEBSITE	Emanuelsf.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2020
POSITION TITLE	Director of Youth and Family Ed, Curriculum, Instruction Vision -RSD	FULL or PART-TIME	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.

☐ **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	1989	438	696	80
FIVE YEARS AGO	2100	385	640	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
18	33	45	67	57	80	92	74	84	45	33	29	22	17
OTHER (specify):													

DAY CARE	na	PARENTS' DAY OUT	Na	EARLY CHILDHOOD	110
OTHER (specify):					

HEBREW BEGINS IN GRADE	4th	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	12
ADULT PROGRAMMING	yes			JEWISH PARENTING PROGRAMMING	yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Urj – Newman			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9am -11:45 Wed 4-6:30	Sun 1-2, Mon and T41;5-6:30 Tues 3;30-4;30, THURSDAY 4:15-6:30	SUNDAY MORNINGS	NA
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
All day, not part of this program			
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	Jonathan and Beth Singer	Both Full time	7
ASSOCIATE RABBI	Ryan Bauer Jason Rodich Sydney Mintz	Full Full Part	13 and 5 20
ASSISTANT RABBI	Sara Paris	Full	1
CANTOR	Marsha Attie and Aric Luck	Both Full	20 and 4
EDUCATOR	Flora Kupferman	Full	33 – but started at age 6
ASSISTANT EDUCATOR	Shanah Kushner	Full	1
ADMINISTRATOR	David Goldman	Full	
PROGRAM DIRECTOR			
YOUTH WORKER	Tori Starks	Full	10
EARLY CHILDHOOD EDUCATOR			

**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.**

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Natalya Gomes	Full	23
TO RABBI(S)		We are a big place, with 60 people coming to work every day. There is a team of support staff that is very warm and capable.	
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	33 in total	COMPUTER	
INTERMEDIATE		DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH	5	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	5 Fulltime		

IV. FACILITIES

SANCTUARY		NUMBER OF CLASSROOMS	16 plus offsite 4
CHAPEL		ART ROOM	1
LIBRARY		MUSIC ROOM	
SOCIAL HALL / AUDITORIUM		YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
Multiple sanctuaries and social halls		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	Again – I major institution in San Francisco. We are about to renew our building with a mutlti million dollar capital project. It will be an adventure of a career for someone to come help with the next level of design in terms of our educational vision.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes	

AGE of BUILDINGS:	SANCTUARY	SCHOOL	OFFICE AREA
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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.

Yes, In Tiberon, which is in Marin.

A beautiful place to live! There are 4 classrooms and we teach Hebrew there. On Mondays and Thursdays.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1850	and became a member of the URJ (UAHC) in	When it was founded
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The Shabbat prayer book used is	Mishkan Tefillah
The High Holy Day <i>machzor</i> used is	Mishkan Ha Nefesh
Has the Religious School received ARJE Accreditation ?	If yes, in what year ?

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

To create meaningful Jewish community that is welcoming, egalitarian, intellectually serious, and joyful.

To be a place where our children and adults learn Torah and are empowered progressive Jews.

To be a leading values pillar in the City of San Francisco and beyond, working with the holy to bring Tikkun to creation.

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

Our membership have always invested in this Jewish community wanting it to be a leader. We have an unusual amount of clergy and a robust educational team who strive to share their Torah and lift up the membership so they engage Jewish life in a deeper way.

It is exciting that our membership have been inspired to invest in renewing the building, and have been open to the changes over the last 7 years that have brought Emanu-El forward as a place of Reform Jewish depth and vitality.

What are the strengths of your educational program?

We have invested in a larger educational staff to help the school leap forward. The senior rabbis believe through their core that part time religious school can make Jews who know much, and know how to find out more. That school can build community and bring people closer to a Judaism they did not realize was there, but would so miss after having been together with us.

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

Knows Torah, Wants to make an amazing school that has diverse approaches to learning – but is not just camp- but a place where they would want their own children if they have any, to study, Is a mentch when it comes to working with staff, parents, and families, but also has a backbone so they can move their vision forward.

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

Visioning curriculum, cultivating and training higher level teaching staff, working with families to help them feel welcome and have resources for enrichment after school

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

Emanu-El is ready to be a beacon in the country with its school and is looking for someone to join our team and vision and deliver. This a fun, amazing, meaningful opportunity for the right person.

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

Building our new building – we have raised much of the funds, almost there – and you will help make a state of the art school.

Dealing with families who come and go because of the job market here and the high cost of living

We hope that coming out of the Covid crisis we will be strong. There is every reason to believe we will be.

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 ?	Already has -

VII. COMMUNITY ATTRACTIONS

General population of location	Bay area is a few million?	Total Jewish population	400,000 in Bay area
JEWISH INSTITUTIONS IN AREA	Many- JCC, Conservative Synagogue, Reform too, Jewish Museum		
JCC			

Federation	Yes
Jewish Family Service	Yes
Central Jewish Education Agency	Yes
Jewish Day School (which grades) ?	Thru High School
Other	It is San Francisco! There are a lot of organizations.
Majority of members' children attend public school, private school, or Jewish day school ?	Mix
Colleges, universities and music conservatories in the area include	SFU, SF State, USF, Berkely, Stanford
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	It is San Francisco! Baseball, Basketball, Football, Symphoney, Theater, Opera, Great dining, Napa is 45 minutes away. The ocean is here – it is a delightful place and members will bring you to some of these events. Not to mention some of the best museums in the world.

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	Base is in the 85- 90, if we change the job description to leader, it would be higher.
Percentage of pension (RPB) in addition to salary (15% recommended)	15 to my knowledge
Length of original contract (two years recommended)	Two it is

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	y	Moving Allowance	y	Books & Periodicals		Sabbatical
Major Medical Insurance	y	Professional Dues	y	Congregational Membership	y	Cell Phone
Dental Insurance	y	ARJE Conference	y	Religious School Tuition	y	Laptop Computer
Long Term Disability Insurance	y	URJ Biennial	y	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 ?	No
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.

Name of person completing this form and position in congregation / institution	Rabbi Jonathan Singer, Senior Rabbi
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME		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):			
Jsinger@emanuelsf.org Rbauer@emanuelsf.org Sanjali@emanuelsf.org			

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

Director of Curriculum and Instruction for Congregation Emanuel/ED – San Francisco

General job description

The initial and primary duty of the Director of Curriculum and Instruction (DCI) is to serve as co-leader of the Emanu-El Religious School. S/he will work alongside an Administrative Director of the School, **concentrating their** focus on creating the best environment for teaching, learning, and building community in an exciting, dynamic and meaningful way. We are trying to make this job a visionary one in which the DCI can grow into a national Jewish educational leader.

In that role, this person will supervise the teaching staff and represent Emanu-El's Religious School in any community programs and planning. S/he will also recruit, train, and lead the faculty who teach our students. The DCI will oversee curriculum that incorporates Hebrew study and Jewish culture, values, and knowledge; and communicate and be responsive to students, parents, teachers and other congregants in nurturing an environment that enhances enthusiasm for a lifetime of Jewish learning.

The Director of Curriculum and Instruction will help align the Youth and Family Education (YFE) program with the progressive pedagogical approach of the existing preschool program (as is age appropriate), establishing a natural educational trajectory for students leaving the preschool and moving into the YFE program. Congregation Emanu-El Preschool (CEEP), which is a separate school, is housed in the same building as our religious school, with many classrooms being shared between the two. We expect a strong partnership between the programs and strive to coordinate a successful transition for our youngest learners into the religious school.

Professional responsibilities:

Personal Characteristics: The DCI should be comfortable with change and willing to experiment with different kinds of programs such as family or parallel learning, Shabbat and holiday experiences, retreats, outdoor education programs, and reaching out beyond the synagogue walls. **The ability to maintain** a partnership between laypeople and staff, and across departments and programs is important.

Organizational Responsibilities: In our congregation, the DCI will need the organizational and personal skills to manage a staff, a large number of part-time teachers, a committed group of volunteers, and prepare and co-manage departmental budgets. We are looking for a community builder and team player rather than a top-down leader. We also want a leader who can understand, advocate for, and abide by Federal and State laws, along with appropriate Human Resource guidelines in all interactions with youth and staff.

Institutional Responsibilities: As a member of the senior leadership team, the DCI will report **directly to the Rabbi on staff advising the school.**

Requirements:

- Experience supervising staff in an education setting
- Experience developing curriculum
- Experience monitoring and overseeing budgets
- Experience doing community outreach for youth education programs (?)

Desired Skills and Abilities:

We seek someone who is

- a committed educator
- enthusiastic and enjoys and gets along with children
- able to communicate with and be responsive to adults
- experienced navigating staff under them through organizational change
- able to create consensus between and amongst different groups