



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>	Temple Avodat Shalom	<b>DATE OF APPLICATION</b>	3/1/2020
<b>STREET ADDRESS</b>	385 Howland Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	River Edge, NJ 07661		
<b>TELEPHONE NUMBER</b>	201-489-2463	<b>FAX</b>	
<b>E-MAIL</b>	administrator@avodatshalom.net	<b>WEBSITE</b>	www.avodatshalom.net
<b>URJ DISTRICT</b>		<b>DATE POSITION IS AVAILABLE</b>	June or July 2020.
<b>POSITION TITLE</b>	Educational Director	<b>FULL or PART-TIME</b>	Full

- 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)

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**Be our Educational Director!**

We are looking for the third partner in our professional leadership team made up of our Rabbi, Cantor, and Educator who collaboratively design and implement dynamic, living Judaism with our congregation, Temple Avodat Shalom. We are an inclusive Reform community that welcomes all into our family of families. Our diverse Jewish backgrounds, ages, and modern families enrich our temple home with an emphasis on tikkun olam, dynamic worship, lifelong learning, and joyful memory making.

As the Educator of our congregation, you will lead and shape our Religious School community, including our students, families, and faculty. You will also oversee our post b'nai mitzvah program which includes our Youth Group, TASTE (8-12th meeting weekly), and Madrichim. We look at the youth of our

congregation holistically, as a journey from birth, to high school graduation, and beyond! The Educator owns these portfolios, with direct and regular collaboration and support of the Rabbi, Cantor, staff, and lay leaders. Beyond the schools and family programming, our Educator is engaged with the clergy in family worship and holiday programming, as well as a resource and collaborator in adult education initiatives.

We run our community in an integrated, collaborative style. Our Clergy are passionate about being involved in our youth's education and Jewish lives. You can find Rabbi and Cantor leading music and teaching Hebrew in the classrooms, leading family learning, parent programming, and religious school t'fillah, supporting teachers in the classroom, and being part of the TASTE faculty. We want an educator that will match, enrich, and direct that passion. We are at a point in our congregation where we are ready to creatively imagine, design, and implement forward thinking learning models. We are ready to dream big with a "Yes, and..." approach. The sky's the limit with where our congregation is ready to go with education. Come see for yourself!

Masters in Jewish Education or equivalent experience expected. See below some of the particulars for the Educational Director job description.

**I. General/Administrative:**

- A. Develop annual Religious School calendar coordinated with TAS master calendar and local school district calendars
- B. Prepare (in conjunction with Finance Committee) and manage annual school budget
- C. Create / maintain all necessary paperwork such as registration, student update information, IEP/504 accommodations, waiver forms
- D. Submit annual grant proposals
- E. Coordinate with the Rabbi and Cantor regarding family learning, services, and celebrations including religious school services, Shabbat, holidays, grade workshops, and family shabbaton
- F. Recruit, supervise, retain and evaluate all faculty and youth professionals including contracts, faculty meetings, ongoing education, orientation, observation, etc.
- G. Run education meeting with Rabbi and Cantor and attend relevant meetings including staff and Religious School Committee
- H. Coordinate scholarships including religious school and URJ Camp

**II. Religious School and TASTE (8th - 12th weekly):**

- A. Create, evaluate and update the Pre-K through 6<sup>th</sup> Grade Religious School curricula that encompass the full breadth and depth of Reform Jewish living, traditions, tikkun olam, and Hebrew
- B. Organize and implement TASTE in conjunction with faculty, Rabbi, and Youth Group Director
- C. Plan, create, coordinate and implement special events & school wide programming
- D. Work with Individualized Learning teachers on scheduling, student accommodations, student progress, and maintaining strong family communication
- E. Coordinate all parent communication (classroom and teacher updates, regular programming and special event marketing) with an emphasis on partnership
- F. Foster open communication and maintain relationships with students and parents
- G. Manage and direct high school madrichim
- H. Manage and collaborate with Youth Group Advisor
- I. Coordinate youth & family trips

### III. Other Responsibilities:

- A. Show us off! Temple Bulletin, social media, the walls of the synagogue...share our community learning stories far and wide (and encourage our students, parents, and teachers to as well)
- B. Keep us (and yourself) current: Maintain ARJE membership and pursue latest methods, best practices, and ongoing education
- C. Participate in fundraising and development in collaboration with the Rabbi and lay leaders
- D. Recruit and retain families through graduation with Jewish engagement and memory making
- E. Be a Jewish resource and role model to our community

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### 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	360	80	106	14 (8-15)
FIVE YEARS AGO	400			
FUTURE DEMOGRAPHIC PROJECTIONS ARE Similar numbers for the next five years				

#### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
8	2	3	5	9	19	9	16	11	7	3	7	6	3
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE (moving 10th -> 12th next year)	12
ADULT PROGRAMMING	Friday night family service by grade, shabbat morning family learning by grade, adult learning w/ clergy.			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Crane Lake and Eisner Camp (very integrated)					

### II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun. 9:30 - 11:30, 12:30 for 6th	Wed. 3:45-4:45, 4:30-5:30 depending on grade	Integrated with 8-12 program (TASTE)	Wednesday Evenings 7-9
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
NA	NA	See above	NA
CAMP(CONGREGATION ONLY)			
OTHER (specify) We are open to exploring a Saturday / Shabbat learning model			

### 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	Jim Stoloff	Full	1
CANTOR	Maria Dubinsky	Part	3
EDUCATOR	Barbara Haber	Full	4
ADMINISTRATOR	Marni Landsberg-Hess	Full	2
OFFICE MANAGER	Zev Berglas	Full	1
YOUTH WORKER	Barnett Goldman	Part	3
OFFICE ASSISTANT	Susan Scott	Part	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.

Yes.

For the Educator and Cantor, it is done in as close to real time as possible with the Rabbi, including a weekly meeting that incorporates two way feedback and reflection. There is also a more formal review with the Rabbi and Cantor as a team, and a one on one with the Rabbi, when the programmatic year ends and another before it begins. This is all in development (the Rabbi's first year coinciding with the Educator retiring makes this year especially anomalous). The ARJE's resources on evaluation and review, the new Educator's input, and personal preferences for how feedback is most comfortably received will be valued in shaping future performance review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S) Marni Landsberg-Hess	Part of her full time responsibilities	3

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY (prek-2)	3	COMPUTER	
INTERMEDIATE (3-5)	4	DANCE	
UPPER (6-7)	2	DRAMA	
BAR / BAT MITZVAH	Clergy	HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	2 full		

### IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	6 dedicated, 10 total
CHAPEL	Yes	ART ROOM	
LIBRARY (including a separate children's library)	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	

<b>STUDENT LEARNING CENTER</b>	
<b>OTHER (SPECIFY)</b>	
<b>IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?</b>	NA

<b>AGE of BUILDINGS:</b>	<b>SANCTUARY</b>	60s	<b>SCHOOL</b>	60s	<b>OFFICE AREA</b>	60s
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## V. CONGREGATIONAL IDENTITY

<b>The Congregation / Institution was founded in</b>	1952	<b>and became a member of the URJ (UAHC) in</b>	1952
<b>The Shabbat prayer book used is</b>	Mishkan T'filah / Mishkan T'filah Youth		
<b>The High Holy Day <i>machzor</i> used is</b>	Mishkan Hanefesh		
<b>Has the Religious School received ARJE Accreditation ?</b>		<b>If yes, in what year ?</b>	

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

1. Continue to provide an exceptional Reform Jewish experience in the Bergen County area welcoming to all.
2. Increase membership and retain existing members through inreach and outreach with dynamic engagement.
3. Increase awareness and participation in our social justice initiatives.

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

Talented, engaging, collaborative clergy  
 Positive and fun focused lay leadership  
 Strong and dedicated volunteer culture  
 Successful unification of two reform synagogues under our roof  
 Diverse and engaging opportunities in a given week, month, or year  
 Shabbat and holiday services  
 Lay leadership in reading torah and leading services, including our youth  
 Close ties to URJ Camps Eisner and Crane Lake

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

Comprehensive approach to youth engagement and education (Pre-K through 12)  
 High percentage of post B'nai Mitzvah students remain in Youth Group, TASTE, and/or Madrichim.  
 Active adult education programs and torah study (3 times weekly plus special programming)  
 Family and children engagement on Shabbat

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

1. A collaborative spirit
2. Excited and prepared to innovate in a flexible, open minded community
3. Infectious love of Jewish life and learning waiting to be shared with us

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

1. Readiness to creatively imagine, design, and implement forward thinking learning models
2. Integrate more technology use in classrooms
3. Explore more opportunities for family learning

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

We really are what we say: *An inclusive Reform community that welcomes all into our family of families whose diverse Jewish backgrounds, ages, and modern families enrich our temple home with an emphasis on tikkun olam, dynamic worship, lifelong learning, and joyful memory making.* From this grounding, the sky's the limit with where our congregation is ready to go with education. Come see for yourself!

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

1. Demographic changes in Bergen County (generally and Jewishly)
2. Continuing to increase positive engagement with our Reform neighboring congregations
3. Exploring paths of belonging and financial stability beyond traditional membership models

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes, she is retiring.
On what date will the current educator relinquish his/her position ?	June / July. Flexible, we would ideally like some overlap.

## VII. COMMUNITY ATTRACTIONS

General population of location	950,000+ in Bergen County	Total Jewish population	120,000+
<b>JEWISH INSTITUTIONS IN AREA</b>			
JCC			
Federation	Jewish Federation of Northern New Jersey		
Jewish Family Service	Jewish Family and Children's Services of Northern NJ		
Central Jewish Education Agency			
Jewish Day School (which grades) ?			
Other	There are various Jewish organizations (synagogues, day schools, & local & state social justice orgs.) in Bergen County. But most organizational Jewish life is plugged directly into NYC. Instead of there being a local branch in northern NJ, we typically work directly with the national / international office in NYC.		
Majority of members' children attend public school, private school, or Jewish day school ?	Mix of various public and private schools.		
Colleges, universities and music conservatories in the area include	Fairleigh Dickinson, William Paterson, Ramapo, Rutgers, Columbia and others		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	There is a fair amount of local arts culture in specific Bergen County townships, but individuals and the temple community more frequently go into NYC for shows, museums, etc. For example a high school trip to the Auschwitz exhibit of the Museum of Jewish Heritage.		

## 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 DO NOT 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>	
PROPOSED SALARY or SALARY RANGE	\$65,000 - \$75,000
Percentage of pension (RPB) in addition to salary (15% recommended)	TBD
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	Moving Allowance	Yes*	Books & Periodicals		Sabbatical	
Major Medical Insurance	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	
Dental Insurance	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	

Long Term Disability Insurance	URJ Biennial	Early Childhood Tuition	Israel Trips
	Regional URJ Gathering		
Other (please specify)	Medical insurance partially covered at 70%, \$1,500 for conferences, 6 weeks vacation, moving allowance TBD.		

**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	Educational Director on Jewish Jobs

<b>In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will</b>	
A	
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>	Jim Stoloff, Rabbi
<b>Signature</b>	

**CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE**

<b>NAME</b>	Larry Altman	<b>POSITION</b>	Education Vice President
<b>STREET ADDRESS</b>	385 Howland Ave		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	River Edge, NJ 07661		
<b>TELEPHONE NUMBER</b>	201-489-2463	<b>FAX</b>	
<b>E-MAIL</b>	altchiro@aol.com		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
<a href="mailto:altchiro@aol.com">altchiro@aol.com</a> , <a href="mailto:rabbi@avodatshalom.net">rabbi@avodatshalom.net</a> , <a href="mailto:president@avodatshalom.net">president@avodatshalom.net</a> , <a href="mailto:schoolcommittee@avodatshalom.net">schoolcommittee@avodatshalom.net</a>			

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