



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 B'nai Israel	<b>DATE OF APPLICATION</b>	11/18/2020
<b>STREET ADDRESS</b>	2200 Yamato Road		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Boca Raton, FL 33431		
<b>TELEPHONE NUMBER</b>	561-241-8118	<b>FAX</b>	561-241-1701
<b>E-MAIL</b>	<a href="mailto:robynrubinoff@me.com">robynrubinoff@me.com</a>	<b>WEBSITE</b>	<a href="http://www.cbiboca.org">www.cbiboca.org</a>
<b>URJ DISTRICT</b>	Southern	<b>DATE POSITION IS AVAILA- BLE</b>	July 1, 2021
<b>POSITION TITLE</b>	Religious School Director	<b>FULL or PART- TIME</b>	Full Time

**Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel

When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, all of whom would be supervised by the DoLJL or DoLL

**Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)

When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.

- Religious School Director (RSD)**—Primary responsibility is direction of the religious school
  - Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director
- School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

**PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION**

See attachment.

## 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	685	160	202* (COVID drop from 345 last year)	37
FIVE YEARS AGO	857	350	500	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE		More students will return when we go back to in person learning, as we are currently virtual only. Projected to increase due to growth in young family Jewish population in the area.		

## II.

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
x	13 (48)	18 (32)	15 (24)	16 (50)	27 (26)	21 (29)	24 (39)	35 (34)	7 (17)	8 (6)	4 (8)	7 (9)	7 (14)
OTHER (specify):		The numbers in parentheses represent our pre-COVID enrollment from 2019-20.											

DAY CARE	60 (89)	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	275 in person, 30 virtual (350)
OTHER (specify):		Parent/Child program is returning in January 2021			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	Yes		
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		URJ Camp Coleman, Six Points			

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9 to 10:30 am Tuesday 3:45 to 5:00 pm	Sunday 10:30 to 12:00 Tuesday 5:00 to 5:45	Tuesday 5:45 to 7:30 pm	Twice a month Tuesday 5:45 to 7:30 pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT

9:15 am to 3:00 pm	7:30 am to 6:00 pm	Weekday morning classes	N/A
<b>CAMP(CONGREGATION ONLY)</b>			
9:15 am to 3:00 pm			
<b>OTHER (specify)</b> Early Drop off 8:00 am to 9:15 am, After Care 3:00 pm to 6:00 pm			

### 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	Robert Silvers	FULL TIME	26
SENIOR ASSOCIATE RABBI	Rony Keller	FULL TIME	4
ASSOCIATE RABBI	Allison Cohen	FULL TIME	4
CANTOR	David Muchnick	FULL TIME	2
ASSOCIATE CANTOR	Sarah Freudenberger	FULL TIME	14
EXECUTIVE DIRECTOR	Steve Allen	FULL TIME	6
DIRECTOR OF LIFELONG LEARNING	Linda Harris	FULL TIME	27
ASSISTANT DIRECTOR OF EARLY CHILDHOOD	Allison Sands	FULL TIME	2
ASSISTANT EDUCATOR	Cheryl Epstein	FULL TIME	21
YOUTH ENGAGEMENT PROFESSIONAL	Jessica Rotterman	FULL TIME	1
SLJ ENGAGEMENT PROFESSIONAL	Tomer Avivi	FULL TIME	1

**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.**

Twice per year, the staff completes a self-evaluation. The evaluation is then reviewed in a meeting with the staff member and his/her supervisor.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Sara Schenkman	FULL TIME	11
TO RABBI(S)	Natalie Matus	FULL TIME	9
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	N/A	ART	
PRIMARY. K-5	9	COMPUTER	
INTERMEDIATE. 6-8	4	DANCE. (YOGA)	
UPPER. 9-12	5	DRAMA	x
BAR / BAT MITZVAH	5	HEBREW	7
HIGH SCHOOL / POST B'NAI MITZVAH	5	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?		LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)			

#### IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	10
CHAPEL	1	ART ROOM	1
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	

<b>OTHER (SPECIFY)</b>	
<b>IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL?</b>	Library, computer room, chapel, sanctuary, social hall and several classrooms are shared

<b>AGE of BUILDINGS:</b>	<b>SANCTUARY</b>	30	<b>SCHOOL</b>	20	<b>OFFICE AREA</b>	20
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<b>If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.</b>
N/A

**V. CONGREGATIONAL IDENTITY**

<b>The Congregation / Institution was founded in</b>	1984	<b>and became a member of the URJ (UAHC) in</b>	1988
<b>The Shabbat prayer book used is</b>	Mishkan T'Filah		
<b>The High Holy Day <i>machzor</i> used is</b>	Mishkan Hanefesh		
<b>Has the Religious School received ARJE Accreditation?</b>	Yes	<b>If yes, in what year?</b>	2018

What are the three primary goals of your congregation/institution? PLEASE SEE ATTACHMENT FOR ANSWERS

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

What are the strengths of your educational program?

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

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

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

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

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement?	Our prior educator left the position in March 2020. Our Director of Life-long Learning, Senior Associate Rabbi and Cantor are running the school temporarily as a team.
On what date will the current educator relinquish his/her position?	N/A

## VII. COMMUNITY ATTRACTIONS

General population of location	300,000	Total Jewish population	134,000
<b>JEWISH INSTITUTIONS IN AREA</b>			
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Donna Klein Jewish Academy K-12, Torah Academy of Boca Raton K-8, Katz Hillel Day School K-8, Katz Yeshiva High School 9-12		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	50% private, 50% public, only a few in Jewish day school		

<p><b>Colleges, universities and music conservatories in the area include</b></p>	<p><b>In Boca Raton: Florida Atlantic University, Lynn University, Palm Beach State Community College, Harid Conservatory (Dance) University of Miami, Florida International University, Barry University, Nova Southeastern University</b></p>
<p><b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b></p>	<p><b>Mizner Park Cultural Center, Boca Raton Museum of Art, Broward Center for Performing Arts, Kravis Center for the Performing Arts, Miami Dolphins, Miami HEAT, Miami Marlins, Florida Panthers,</b></p>



## VIII. REMUNERATION

<p><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></p>	
<b>PROPOSED SALARY or SALARY RANGE</b>	\$90,000-\$105,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	x	Moving Allowance	x	Books & Periodicals	x	Sabbatical	
Major Medical Insurance	x	Professional Dues	x	Congregational Membership	x	Cell Phone	x
Dental Insurance		ARJE Conference	x	Religious School Tuition	x	Laptop Computer	x
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition	x	Israel Trips	
		Regional URJ Gathering	x				
Other (please specify)	Reimbursement of reasonable business expenses						

### Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	Yes
If "YES" please indicate which one and the title by which it is being listed	Jewish Jobs

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
A	In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
B	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;

C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> (“The Blue Book”), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
E	On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
F	<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>	Robyn Rubinoff, VP of Education
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Robyn Rubinoff	<b>POSITION</b>	VP Education
<b>STREET ADDRESS</b>	2360 NW 41st St.		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Boca Raton, FL. 33431		
<b>TELEPHONE NUMBER</b>	561-945-4344	<b>FAX</b>	
<b>E-MAIL</b>	<a href="mailto:robynrubinoff@me.com">robynrubinoff@me.com</a>		
<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:robynrubinoff@me.com">robynrubinoff@me.com</a> , <a href="mailto:rabbikeller@cbiboca.org">rabbikeller@cbiboca.org</a> , <a href="mailto:linda.harris@cbiboca.org">linda.harris@cbiboca.org</a> , <a href="mailto:cantormuchnick@cbiboca.org">cantormuchnick@cbiboca.org</a>			

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

## **Director of Religious School (Full-time)**

Congregation B'nai Israel (CBI) seeks an educationally innovative, personally engaging and Judaically inspiring educator who will join our congregational family to enhance our Barry Ira Graff School for Living Judaism (SLJ). This individual will collaborate with our clergy and lay leadership to create a strategic plan for our future and will lead the implementation of innovative curriculum and programming.

The Director of the SLJ will have direct and ongoing responsibility for:

- Day-to-day operation of all aspects of the Religious School program
- Hiring, supervision and evaluation of all Religious School teachers and staff
- Special Shabbat and holiday programming

as it relates to SLJ

The Director will collaborate with other departments within CBI on projects including but not limited to:

- B'nai Mitzvah process in partnership with clergy
- Teen engagement and madrikhim program
- Adult educational programming
- CBI community programming

### *Qualifications:*

CBI is seeking an engaging, innovative, strategic, reflective and organized MA-level Jewish educator or a BA-level Jewish educator with a minimum of 10 years of experience. The ideal candidate will have Judaic programming and classroom teaching experience, strong management and administrative proficiency including budgeting, and excellent interpersonal and communication skills. We seek both a leader who can relate to students, families and staff and a team player who is excited to be a part of the CBI Senior Staff.

### *About CBI:*

CBI is a thriving and connected Jewish community, joyfully inspired by tradition and passionately committed to worship, study and repairing the world. We exist to make life's Jewish journey more meaningful together. We believe our congregation should be a connected family, we believe that Judaism is always relevant, and we believe a congregation should be here for you at every stage of life.

Our community has members of all ages and backgrounds, ranging from young families with preschoolers to retirees and snowbirds. CBI has 685 member households, with 202 students in K-12 in our SLJ and over 360 in our early childhood program.

The Director of the Religious School will work under the supervision of the Director of Lifelong Learning.

CBI is located in Boca Raton, Florida, which is the southernmost city in Palm Beach county. Boca is home to several major corporations, world-class shopping, an extensive variety of restaurants and miles of beautiful beaches. The warm year-round climate is ideal for outdoor activities, and the city is home to more than 40 public parks. Our community supports multiple Jewish organizations including 20 synagogues, a Jewish Federation campus, day schools and kosher restaurants. We are located between Palm Beach and Fort Lauderdale, and Miami is less than an hour drive south. An endless assortment of concerts, art galleries, museums, sports venues and other cultural opportunities are available allover South Florida.

Congregation B'nai Israel  
Boca Raton, FL  
Educator Application Questions

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

1. We exist to make life's Jewish journey more meaningful together with approachable, relevant Judaism.
2. We seek to be approachable and welcoming through our communications and actions.
3. We believe our congregation should be a connected family, present at every stage of life.

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

1. The congregation houses the Nadel Center for Early Childhood Education (NCECE), which is the premier early childhood education center in South Florida.
2. We have a deep commitment to social action activities and community outreach.
3. We have a diverse membership spanning every age range, coupled with an array of educational and social programming.

What are the strengths of your educational program?

1. The NCECE supplies a steady flow of preschool students into the school.
2. The SLJ has a very active *Madrikhim program*, reinforcing our teens' connection to CBI and training them for future leadership.
3. The culmination of our Confirmation class is a 3-week trip to Israel, fostering a deep, life-long connection with our homeland.

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

1. Educationally innovative.
2. Personable and engaging, effective communicator.
3. Judaically inspiring.

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

1. Explore and bring in new pedagogic techniques, including experiential ed and technology to engage students.
2. Foster long-lasting relationships among and with students and families to strengthen connections to Judaism, CBI and each other.
3. Instill a mentality of life-long learning for families.
4. Make Jewish education accessible to all families.

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

We are very excited to address our challenges together with a new school director who will bring energy and innovation to our team.

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

1. Competition in the community for family's time and involvement (other synagogues, alternative Bar/Bat Mitzvah training options, and secular activities).
2. Apathy/indifference of families toward synagogue involvement.
3. Retention of students and families, particularly after Bar/Bat Mitzvah.