



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 Elohim	<b>DATE OF APPLICATION</b>	1/12/21
<b>STREET ADDRESS</b>	274 Garfield Place		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Brooklyn, NY 11215		
<b>TELEPHONE NUMBER</b>	(718) 768-3814 x-204	<b>FAX</b>	
<b>E-MAIL</b>	aherman@cbebk.org	<b>WEBSITE</b>	www.cbebk.org
<b>URJ DISTRICT</b>		<b>DATE POSITION IS AVAILABLE</b>	Spring
<b>POSITION TITLE</b>	Director of Youth and Family Programs	<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.
- 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 and FAMILY PROGRAMS**

Congregation Beth Elohim (CBE) is a vibrant, cutting-edge Reform synagogue in Park Slope, Brooklyn. We are a welcoming and inclusive community, rooted in Jewish history and identity, and profoundly open to diversity in all its forms. We come together to learn, to pray, to celebrate the rhythm of Jewish time, and to support each other through the joys and sorrows of our lives. We are a spiritual, cultural and intellectual center for Jewish revitalization, fostering community and extending our values of justice, education, and inspiration throughout the neighborhoods where we live and beyond.

The Director of Youth and Family Programs will be empowered to manage our vibrant and growing educational and family programs and help write the next chapter of how CBE engages families from birth through the teen years. Our ideal candidate is either a rabbi or a proven education/program/camp director who has successfully managed large and complex youth and family programs. More than just a traditional administrator or educator, we are seeking an innovative, passionate, and entrepreneurial Jewish professional who shares our unwavering commitment to Torah and inclusive community. Our Youth and Family programs include our Early Childhood Center, Yachad (our religious school), and our Camps and Afterschool programs. Through these programs we engage over 1,000 children and families each week.

The Director of Youth and Family Programs reports directly to the Senior Rabbi and Executive Director, and is part of the CBE Senior Staff which is a supportive and collaborative thought partnership comprising all of the synagogue's department directors. Each of our three youth and family programs is led by a seasoned and capable director who will report directly to the Director of Youth and Family Programs.

**KEY RESPONSIBILITIES**

Leadership

- Serve as an inspirational leader whose passion for Judaism and learning is highly visible
- Be a role model of menschlich behavior who cares about each child and family
- Help imagine and implement a short and long-term vision for CBE's Youth and Family Programs
- Partner with program directors to bring each program to its full potential, and to grow and expand the programs as needed to holistically serve families in our neighborhoods and meet their needs from birth through the teen years
- Serve as part of the integration team for CBE's upcoming merge with Union Temple, another historic Brooklyn Reform congregation

Supervision & Administration

- Supervise the Director of Yachad, the Director of the Early Childhood Center, and the Director of Afterschool and Camps
- Supervise the program directors to recruit, manage, review and mentor their teaching and support teams
- Provide the appropriate professional development opportunities for program directors and their staff
- In partnership with the program directors, create and manage program budgets
- Help coordinate and implement marketing and registration among all of the programs
- Cultivate an environment that promotes cooperative interaction, critical thinking, problem solving, and effective communication among and within the programs

Education & Program Curriculum

- Create an overarching, coherent Jewish experience for youth and families from birth through high school
- In partnership with the program directors, establish shared goals across the programs and collaborative approaches to achieving those goals
- Oversee curriculum development and the integration of curricula among all Youth and Family programs
- Develop and implement the strategy for continuity, connecting of the dots from one program to the next

### Community Engagement

- Engage families in welcoming one another, building relationships with one another, and caring for one another
- Design and lead informal learning opportunities for children, youth, and families, including retreats, Shabbat dinners, havdalah gatherings, and parent programs, with an emphasis on building community and connection and complementing formal learning experiences
- Engage in active, ongoing communication with parents
- Look for opportunities to develop small groups among CBE families
- Serve as staff liaison to lay committees, task forces and groups
- Participate in professional and communal organizations

### Communal Ritual and Holiday Observance

- With the clergy team, coordinate (and lead, where possible and appropriate) youth and family services on Shabbat and holidays, including High Holidays, and Yachad tefilah
- Connect youth and families to the clergy team for lifecycle events and pastoral care
- Help design and support family-focused programming and content around Jewish Holidays in coordination with the ECC, Yachad and Camp / Afterschool directors and the clergy team.

## **QUALIFICATIONS**

- Graduate level degree such as Rabbinic Ordination or Master's Degree in Education or equivalent
- Excellent management and organizational skills, with experience in school management, youth programming or equivalent, including staff supervision
- Outstanding oral and written communications skills
- Knowledge of Reform Judaism
- Comfortable working with social media and different software tools for teaching, engaging and reaching out to families and children
- Experience working within the Reform Movement Camps is a plus

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this position, and may change at any time.

## **APPLY**

Interested in learning more? Please send your cover letter and resume to [resumes@cbebk.org](mailto:resumes@cbebk.org).

Congregation Beth Elohim (CBE) is an equal opportunity employer. It is a violation of CBE's policies to discriminate against any applicant or employee on the basis of his or her race, color, creed, religion, national

origin, sex, pregnancy, marital status, family status, sexual preference, status with regard to public assistance, mental or physical impairment, sexual orientation, gender identity or expression, veteran status, age, or any other characteristic protected by law.

## 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	950	375-400	490	60
FIVE YEARS AGO	750	Not certain	375	45
FUTURE DEMOGRAPHIC PROJECTIONS ARE Continued growth				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	17	27	54	65	65	71	62	52	32	17	19	4	
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	180
OTHER (specify): After School and Camp 350+			

HEBREW BEGINS IN GRADE	K	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Intro to Judaism, Adult BM, Torah Study, etc			JEWISH PARENTING PROGRAMMING	limited
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Eisner/Crane Lake / 6 Point 45+				

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Mon Thurs 4-7pm Sat 9:30-12:30		Tues 6-7:30	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
M-F 8am-3:30		1 Family Kabbalat / month Every Sat morn	
CAMP (CONGREGATION ONLY)	8 weeks over summer 8-4pm		
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	Rachel Timoner	Full	5
ASSOCIATE RABBI	Rebecca Epstein	Full	3
ASSISTANT RABBI	Matt Green	Full	3
CANTOR	Josh Breitzer	Full	10
EDUCATOR	Tehilah Eisenstadt	Full	1.5
ASSISTANT EDUCATOR	K.M. DiColandrea	Full	1.5
ADMINISTRATOR	Kate Meltzer	Full	5
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR	Jaci Israel	Full	14

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, there will be an annual review and ongoing checkins

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Juliane McManus	Full	3
TO RABBI(S)	Nate Jafe	Full	3
TO CANTOR(S)	Juliane McManus	Full	3
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS	3	ART
PRIMARY	6	COMPUTER
INTERMEDIATE	15	DANCE
UPPER		DRAMA
BAR / BAT MITZVAH	4	HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	8 including clergy	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	40 (ECC and RS)	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)	Full	

#### IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	25
CHAPEL	Yes	ART ROOM	Yes
LIBRARY	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	In development
SANCTUARY / SOCIAL HALL COMBINATION	Separate	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		separate	

AGE of BUILDINGS:	SANCTUARY	Aprox 100	SCHOOL	same	OFFICE AREA	same
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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.

CBE has two building. There is a sanctuary building with Religious School classrooms and a Temple House Building with nursery school, offices, chapel and community recreation facilities such as pool and basketball court.

We are in the process of merging with Union Temple and we will then have a 3 building campus. The Union building will also house nursery school and religious school as well as other programming.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1861	and became a member of the URJ (UAHC) in	1918
The Shabbat prayer book used is	Mishkan Tefila		

The High Holy Day <i>machzor</i> used is	Lev Shalem		
Has the Religious School received ARJE Accreditation ?	no	If yes, in what year ?	

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

- Be a leading Jewish Spiritual and cultural institution
- Create a welcoming and inclusive environment
- Support our commitment to human safety and dignity

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

We are proud of our nationally recognized clergy team and that we are a leader in social justice causes based on Jewish values, that we have relevant and exciting cultural and literary programming drawing both members and non-members, a highly committed lay leadership body driving the success of our programs in partnership with clergy and staff, a Jewishly diverse and knowledgeable community, a proud and long history in Park Slope, and are experiencing incredible growth in all areas of membership. CBE is committed to excellence in all areas of education, from pre-school through adults, aiming to provide meaningful and rich Jewish experiences and learning in partnership with families.

In addition, CBE is home to Brooklyn Jews, an innovative and popular program of cultural and religious activities for the 20s/30s population. We are also host to Altshul, a traditional egalitarian minyan, and we serve the community through various means including our gym and pool facilities.

What are the strengths of your educational program?

Our heritage is one of innovation, creativity, and a quest for excellence -- in the early 2000s, our religious school underwent a major transformation in becoming a Shabbat-centered program staffed by full-time educators. Our Early Childhood Center is the largest in Brooklyn and viewed as a leader in the NYC area. Our afterschool and camp programs are known throughout the broader Park Slope. Our merge with Union temple and the creation of a multi-location campus will allow us to expand our reach.

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

1. An innovative, passionate, and entrepreneurial Jewish professional who shares our unwavering commitment to Torah and inclusive community
2. An experienced organizational leader with strong staff management abilities, who can provide stability and direction to further enhance the programs.
3. Highly knowledgeable and effective in creating excellent outcomes in both content and experience

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

1. Build community and connection
2. Help imagine and implement a short and long-term vision for CBE's Youth and Family Programs
3. Partner with program directors to bring each program to its full potential, and to grow and expand the programs as needed to holistically serve families in our neighborhoods and meet their needs from birth through the teen years

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

We are an incredibly vibrant, fast paced and diverse community that embraces being accessible and welcoming to all.

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

1. How to continue to build while not losing site of the core foundation that people know and love us for
2. Thinking about what programming will continue to / need to look like as a result of the current pandemic
3. Integration of our merge and expanded campus

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes, this position will be replacing a Rabbi Educator leaving to become a Sr Rabbi
On what date will the current educator relinquish his/her position ?	6/30/21

## VII. COMMUNITY ATTRACTIONS

General population of location	Brooklyn 2.6 million; Park Slope, 60,000	Total Jewish population	Approx. 600,000 in Brooklyn
JEWISH INSTITUTIONS IN AREA	In Brooklyn and New York, too numerous to list! In Park Slope and immediate vicinity, a selection includes: Park Slope Jewish Center, Kolot Chayeinu, Kane Street Synagogue, Brooklyn Heights Synagogue, Cong. B'nai Jacob (Chabad), Prospect Heights Shul, Repair the World: NYC, Hannah Senesh Community Day School, Luria Academy, Kings Bay Y.		
JCC	CBE acts as community center, with pool, camp programs, afterschool programs.		
Federation	UJA-Federation of New York		
Jewish Family Service	The Jewish Board		
Central Jewish Education Agency	Brooklyn Jewish Educators, Jewish Education Project		
Jewish Day School (which grades) ?	Hannah Senesh Community Day School (K-8) and Luria Academy (Nursery - 8)		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	HUC, JTS, NYU, Columbia, CUNY (including Brooklyn College, City College, Hunter College, CUNY Graduate Center and many other well known institutions), Long Island University, Brooklyn Conservatory of Music		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	B.A.M and the Barclays Center are walking distance from CBE and the full array of NYC culture is just a few subway stops away!		

## 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>	\$100,000+
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	Two years

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	X	Moving Allowance	yes	Books & Periodicals	X	Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership		Cell Phone	
Dental Insurance	X	ARJE Conference	X	Religious School Tuition	X	Laptop Computer	TBD
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition	X	Israel Trips	As part of a relevant program
		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 ? Not at this time

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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

**Name of person completing this form and position in congregation / institution** Alan Herman  
Executive Director / COO

**Signature** *alan herman*

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Rabbi Rachel Timoner and Leslie Lewin	<b>POSITION</b>	Sr Rabbi / Board Member
<b>STREET ADDRESS</b>	274 Garfield Plae		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Brooklyn, NY 11215		
<b>TELEPHONE NUMBER</b>	718 768-3814	<b>FAX</b>	
<b>E-MAIL</b>	<a href="mailto:resumes@cbebk.org">resumes@cbebk.org</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>			
<b>aherman@cbebk.org</b>			
<b>resumes@cbebk.org</b>			

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

### Mission Statement

Congregation Beth Elohim (CBE) is a welcoming and inclusive synagogue, proudly rooted in Jewish history and identity, profoundly open to different backgrounds and divergent points of view. We come together to learn, celebrate and worship, honoring each individual's search for an authentic relationship to the divine. We are a preeminent Brooklyn institution, a spiritual, cultural and intellectual center for Jewish revitalization, fostering community and extending our congregational values of justice, education and inspiration throughout the neighborhoods where we live and beyond.