



The
Association of
Reform Jewish Educators
Since 1955

633 Third Avenue | New York, NY 10017-6778

CONGREGATION/INSTITUTION	Congregation Emanu-El, San Francisco	DATE OF APPLICATION	01/01/21
STREET ADDRESS	2 Lake Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	San Francisco, California 94118		
TELEPHONE NUMBER	415-533-6628	FAX	
E-MAIL	rbauer@emanuelsf.org	WEBSITE	Emanuelsf.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	March 1, 2021
POSITION TITLE	Director of Youth and Family Education	FULL or PARTTIME	Full

Director of Education for Congregation Emanu-El– San Francisco General job description

The ideal applicant is a visionary leader who is engaging, welcoming, uplifting, contemplative, with a high EQ and knowledgeable. This knowledge is translated into curriculum design for a wide range of age groups that develops a relevant religious school program that speaks to the children AND that also connects their families in the 21st century. It is also important this person can hire, retain and manage a large and diverse faculty.

Previous experience is a plus with the ability to execute big ideas and an understanding of school operations/management. The applicant should have strong cultural sensitivities in order to understand the uniqueness of the families that belong to Congregation Emanu-El in San Francisco and is someone who wants to be connected to this unique community.

In order to be successful, this ideal candidate is a pied-piper that can energize its staff to create a program that has depth; that is inquiry based with real world learning and that is also fun. This candidate ideally has excellent communication skills and embodies the idea that Jewish education - history - ethics - rituals and spirituality are good for children and therefore for our world and in the process helps build the next generation of Jewish leaders for the 21st century.

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	317 (COVID)	472 (COVID)	108
Five Years Ago	2100	450	672	83
Future Demographic Projections	2021-2022	430	650	

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
6	8	14	14	41	44	59	93	57	51	24	23	19	20

Hebrew	4th - 7th grade		
Confirmation	12th grade		
Adult Programing	Yes	Jewish Parent Programing	Yes
Camps (there are many but the two primary campw are)	URJ Camp Newman	Camp Tawonga	
Day Care	NA		
Early Childhood	110		

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATI ON
Sunday 9-11:45 pm Wed 4-6:30 pm	Sun 1-2 pm Mon / TH 4:15-5:30 Mon / TH 5:15-6:30 Tu Marin 3:30-4:30 Tu Marin 4:45-5:45	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

	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Jonathan and Beth Singer	Both Full time	7
ASSOCIATE RABBI	Ryan Bauer	Full	13
	Jason Rodich Sydney	Full	5
	Mintz	Part	20
ASSISTANT RABBI	Sarah Paris	Full	1
CANTOR	Marsha Attie	Full	20
	Arik Luck	Full	4
EDUCATOR	Flora Kupferman	Full	15
ASSISTANT EDUCATOR	Shanah Kushner	Full	1
Executive Director	David Goldman	Full	
PROGRAM DIRECTOR			
YOUTH WORKER	Tori Starks	Full	10
EARLY CHILDHOOD EDUCATOR	Nika Greenberg	Full	
SCHOOL COORDINATOR	Natalya Gomes	Full	25

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Natalya Gomes	Full	23
TO RABBI(S)	Numerous Admin Asst.	Full	
TO CANTOR(S)	Admin Asst	Full	
TO ADMINISTRATOR	Admin Asst	Full	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	26 (covid)	COMPUTER	

INTERMEDIATE		DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH	1	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	2	NUMBER OF CLASSROOMS	15 (plus offsite-see below)
CHAPEL	1	ART ROOM	1
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	We are a major institution in San Francisco. We are about to renew our building with a \$100mm 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		

If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

Before COVID we rented space at another synagogue in Tiburon, where there are 4 classrooms and we teach Hebrew there on Tuesdays. Before COVID we also held 2 Hebrew classes in private homes for families who live on the other side of San Francisco.

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 a 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 members 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 has 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 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 rabbis believe through religious school we can make a foundation for Jews to develop a deeper knowledge and live a more meaningful Jewish life. School can build community and bring people closer to a Judaism they did not realize was there.

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

- Curriculum development
- Communication skills
- Judaically knowledgeable

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 ?	Our director is currently acting as interim

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	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, Berkeley, Stanford		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Baseball, Basketball, Football, Symphony, 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

PROPOSED SALARY or SALARY RANGE	minimum base \$120,000 negotiable dependent on experience.
Percentage of pension (RPB) in addition to salary (15% recommended)	to be explained to the candidate directly
Length of original contract	Two

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 Ryan Bauer, Senior Associate Rabbi
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME Alia Gorkin

POSITION Synagogue Board Member

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):

EducationDirectorJob@emanuelsf.org

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

Professional responsibilities:

Personal Characteristics: The DE 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 DE 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 DE 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