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

Temple Ner Tamid
Curious. Connected. Just.

CONGREGATION/INSTITUTION	Temple Ner Tamid	**DATE OF APPLICATION**	1/30/2021
STREET ADDRESS	936 Broad Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Bloomfield, NJ 07003		
TELEPHONE NUMBER	973-338-1500	**FAX**	973-338-4486
E-MAIL	mwmalkin@nertamid.org	**WEBSITE**	www.nertamid.org
URJ DISTRICT	East	**DATE POSITION IS AVAILABLE**	June 1st, 2021
POSITION TITLE	Director of Youth and Family Education	**FULL or PART-TIME**	Full-Time

X **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.

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'NEI MITZVAH*
THIS YEAR (VIRTUAL)	495	145	214	40
LAST YEAR	520	194	300	40
FIVE YEARS AGO	446	176	262	27
FUTURE DEMOGRAPHIC PROJECTIONS ARE	**520 families in next fiscal year, RS enrollment back up to 300 students**			

NUMBER OF STUDENTS ENROLLED BY GRADE 2019-2020

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
92	21	17	21	20	39	35	46	35	13	10	15	10	8

NUMBER OF STUDENTS ENROLLED BY GRADE 2020-2021

PreK			K - 2	3	4	5	6	7	8 - 9		10	11	12
75			23	16	26	36	31	40	19		6	7	9
OTHER (specify):	We have three additional "Moving Traditions" post-B'nei gender specific classes that meet once a month with about 15 students participating in each or cumulatively.												

DAY CARE		**PARENTS' DAY OUT**		**EARLY CHILDHOOD**	**75 - 95**
OTHER (specify):					

HEBREW BEGINS IN GRADE	**3**	**AND CONTINUES THROUGH GRADE**	**7**	**CONFIRMATION BEGINS IN GRADE**	**10**
ADULT PROGRAMMING	**Yes – managed by the Rabbi**	**JEWISH PARENTING PROGRAMMING**		**Yes – in coordination with VP and parent committee**	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	**Camp Harlam**				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, two sessions 8:30am – 10:30am and 11:00am – 1:00pm Family T'filah from 10:30am – 11:00am	Monday and Wednesday 3:30pm – 6:30pm	Wednesday Night from 7pm – 9pm (7^{th} grade – 12^{th} grade classes)	Wednesday Night 7 - 9
WEEKDAY EARLY CHILDHOOD	**DAY CARE**	**PARENTING/FAMILY PROGRAMMMING**	**PARENTS' DAY OUT**
Mon – Fri 7:30am – 6pm	N/A	Jewish Journeys Family Program and Periodic evening speakers	N/A
EARLY CHILDHOOD CAMP (CONGREGATION ONLY)			
9 weeks 9am – 1pm (pre-school)			
OTHER (specify)			

III. PROFESSIONAL STAFF – organizational chart provided

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	**Marc Katz**	**Full-Time**	**3**
CANTOR	**Meredith Greenberg**	**Full-Time**	**12**
CLERGY ASSOCIATE	**Ronni Pressman**	**Part-Time**	**10**
EXECUTIVE DIRECTOR	**Michelle W. Malkin**	**Full-Time**	**2**
OPERATIONS MANAGER	**Laurie Schifano**	**Full-Time**	**20**
EDUCATOR	**Iris Schwartz**	**Full-Time**	**25**
ADMINISTRATOR	**Maribel Leon**	**Full-Time**	**19**
YOUTH WORKER	**Michele Lainof**	**Part-Time**	**14**
HEBREW COORDINATOR	**Nami Ratki**	**Part-Time**	**22**

EARLY CHILDHOOD EDUCATOR	**Wendy Blum**	**Full-Time**	**4**
ECC ASSISTANT DIRECTOR	**Marie Dieterle**	**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.

As of last year, when the Executive Director began, all professional staff undergo a performance review process. This process has three components. First, professional staff set and evaluate goals every six months with the Executive Director. An informal professional evaluation is carried out annually for all professional staff. The Executive Director and the Rabbi conduct this evaluation for the educator. Six months before a contract is set to expire, a formal evaluation is conducted by the Temple President.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	**Maribel Leon**	**Full-Time**	**19**
TO RABBI(S)	**Laurie Schifano**	**Full-Time**	**20**
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		**ART**	
PRIMARY	**5**	**COMPUTER**	
INTERMEDIATE		**DANCE**	1
UPPER	**5**	**MUSIC**	2
BAR / BAT MITZVAH	**2**	**HEBREW**	2
HIGH SCHOOL / POST B'NEI MITZVAH	**5**	**LEARNING CENTER**	
ARE THERE ANY FULL-TIME TEACHERS?	No	**LIBRARIAN**	
CUSTODIAL STAFF (specify full or part-time)	2 Full-Time, 2 Part-Time		

IV. FACILITIES

SANCTUARY	1	**NUMBER OF CLASSROOMS**	11
CHAPEL	1	**ART ROOM**	
LIBRARY/MEETING ROOM	2	**MUSIC ROOM**	
SOCIAL HALL / AUDITORIUM	1	**YOUTH LOUNGE**	1
SANCTUARY / SOCIAL HALL COMBINATION	1	**TEACHER RESOURCE CENTER**	
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	

OTHER (SPECIFY)	Small Café meeting space, multiple storage closets
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes

AGE of BUILDINGS:	**SANCTUARY**	80	**SCHOOL**	80/25	**OFFICE AREA**	80/25

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

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	**1980**	**and became a member of the URJ (UAHC) in**	**1980**
The Shabbat prayer book used is	**Mishkan T'filah for Shabbat**		
The High Holy Day *machzor* used is	**Mishkan Hanefesh**		
Has the Religious School received ARJE Accreditation?	**No**	**If yes, in what year?**	

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

- Create a network of relationships among members that results in a warm, welcoming and joyful Jewish home for our congregants.
- Educate our children and parents so learning becomes a family affair.
- Hear the call of those in need both inside and outside our synagogue, and respond alongside others in our synagogue community.

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

Our congregants don't belong to our synagogue; they *are* the synagogue. We cultivate a robust sense of community, focus on making that community a diverse and welcoming Jewish space, and always encourage new ideas, new people, and different modes of worship and Jewish expression. We genuinely enjoy spending time together. Our members reflect the diversity of our towns and skew toward the arts and social sciences. We are journalists, artists, theater and non-profit professionals. Many are accomplished musicians who regularly share their talents at services and temple events. We infuse our worship with music.

We are also a participatory congregation. We play a formative role in leading and designing some of our worship programs. Summer services are lay-led. Our popular B'yachad services for young families are designed annually by congregants and allow families to share the joy and wonder of the High Holy Days in a relaxed, educational and interactive atmosphere. In addition to traditional religious school formats, we offer Jewish Family Journeys, a family-based curriculum that involves both students and their parents in Jewish learning.

Before a recent High Holidays, we asked students and parents to choose what the High Holidays at Temple Ner Tamid means to them. In our own words, this is Temple Ner Tamid:

What are the strengths of your educational program?

At Temple Ner Tamid, we strive to unite family, synagogue and school to develop in members of all ages an enduring Jewish Identity and a life-long love of Jewish learning. At Ner Tamid, education is a family affair. It's not uncommon for parents to host classes in their homes, to model Shabbat celebrations outside the walls of the synagogue, and for discussions that happen in the classroom to spill out to the dinner table. In fact, we have designed curricula that challenge families to have Jewish conversations together.

Our community has always been on the cutting edge of education. Our curricula include opportunities for group learning and innovative experiential education. We offer family-led learning through our Jewish Family Journeys program, where kids and parents learn in parallel and together through hands-on activities and holiday observances. We undertake ambitious and engaging programming. It's not uncommon to turn our synagogue into a living model of Ellis Island or to journey through the Torah, meeting characters along the way. We've also instituted key touchpoints into our High School program that include educational travel to Washington, DC; Amsterdam; and New Orleans.

Our educational programs are designed to help congregants of all generations discover their own personally meaningful path through Jewish life and find support, strength, and identity not only in family, but in the larger communities of synagogue, Israel, and the Jewish people. For example, our B'nei Mitzvah program emphasizes individual and family growth by including time for the social/emotional development in each aspect, from our 6th grade retreat, to our use of the Moving Traditions B'nei Mitzvah curriculum, to our approach to B'nei Mitzvah tutoring.

The Temple seeks to impart familiarity with the Hebrew language and our liturgy. Our Hebrew program is engaging and effective. Students reach 7th grade with a facility in reading Hebrew, as well as an appreciation for the nuances of prayers. This appreciation is enhanced by student and family attendance at our Sunday morning Family Tefillah, a joyful and accessible service that is led in part by a cadre of teen song leaders.

Finally, our synagogue's mission of creating a just world seamlessly integrates into our educational programming, as kids often take turns engaging in service projects and curricula that are tailored toward engendering a sense of social justice.

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

- Wide knowledge of trends within the Jewish educational world and an ability to think creatively about which approaches might work best for our congregation.
- An effective and compassionate communicator who can mentor and guide their staff/teachers, strategize with and inspire parents, and teach our children.
- A team player who understands that what they are doing is part of a larger synagogue strategy of engagement and meaning making.

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

- Finding and recruiting the best teaching staff possible and mentoring their growth.
- Transitioning our synagogue back to in-person learning, while also integrating lessons and approaches gained from this past year's virtual school (this may include keeping certain virtual elements).
- Looking critically at the Religious School structure, schedule, and curricula as well as other ways Jewish education permeates our community to ensure we remain on the cutting edge, providing the best possible source of social connection and Jewish learning for our students.

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

Our congregation consistently pushes the envelope programmatically and ritually. Our goal is to never rest on our laurels and to questions every assumed tradition/norm to evaluate if it continues to serve the needs of our community. We want an educator who will do the same.

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

- Re-engaging families: Our congregation and religious school were growing steadily before COVID, but a number of families took a break this year when our learning moved to a virtual-only format.
- Retaining teen and post-B'nei mitzvah families: Part of the reason our community is growing is because we have more young families coming in than people deciding to leave, however, we hope to engage more teens and shrink the number of post-B'nei mitzvah families who choose to leave after their simcha.

- Reaching every congregant: Our community has a larger core of active members than most congregations, but there are still many on the periphery. Through programming that fosters relationships we need to reach those marginally engaged families.

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 ?	**May 28th, 2021**

VII. COMMUNITY ATTRACTIONS

General population of location	**See Below**	**Total Jewish population**	**See Below**
JEWISH INSTITUTIONS IN AREA	**Conservative and Reconstructionist Congregations**		
JCC	**JCC MetroWest**		
Federation	**Jewish Federation of Greater MetroWest**		
Jewish Family Service	**JFS MetroWest**		
Central Jewish Education Agency			
Jewish Day School (which grades) ?	**Golda Och Academy, Pre-K thru 12th**		
Other	**TNT mostly serves Montclair, NJ - https://www.montclairnjusa.org/** **Demographics can be found here: https://data.census.gov/cedsci/profile?g=0600000US3401347500** **We are located in Bloomfield, NJ - https://www.bloomfieldtwpnj.com/** **Demographics can be found here: https://data.census.gov/cedsci/profile?g=0600000US3401306260** **A majority of our members (other than those who are associates and live out of state) live in the townships of Essex County - https://essexcountynj.org/** **In 2002 there were 76,200 Jewish Households in Essex County. We assume that number has risen greatly in the last 20 years.**		
Majority of members' children attend public school, private school, or Jewish day school ?	**Public School**		
Colleges, universities and music conservatories in the area include	**Montclair State University and Bloomfield College**		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	**NJPAC, MetLife Stadium, Montclair Art Museum, Kip's Castle Park, Van Vleck House, Turtle Back Zoo, Paper Mill Playhouse, vibrant restaurant locations, many local hiking trails, annual PRIDE celebrations, and close proximity to New York City (four train stops in town and a direct bus line outside the temple).**		

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	$75,000 - $95,000 (Year over year increases available based on performance in regards to agreed upon goals having been met and the work being received positively by supervisors, staff, leadership, and families.)
Percentage of pension (RPB) in addition to salary (15% recommended)	10% - 15%
Length of original contract (two years recommended)	Two Year

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization		Moving Allowance	X	Books & Periodicals	X	Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer	
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition	X	Israel Trips	
		Regional URJ Gathering	X				
Other (please specify)	Lead on school trips to Washington DC and/or other location for 12th grade trip						

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 *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS* ("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	Michelle W. Malkin, Executive Director
Signature	Michelle Malkin

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Erin Ackerman	**POSITION**	VP of Education
STREET ADDRESS	278 Bay Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Glen Ridge, NJ 07028		
TELEPHONE NUMBER	(410) 935-8079	**FAX**	
E-MAIL	erinari@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Michelle W. Malkin		hello@nertamid.org	

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

Temple Ner Tamid is a welcoming, diverse, and musical Reform congregation where members connect with their heritage while thinking progressively about the present. The temple's mission is to inspire our members to make our community more curious, connected, and just.

All of the above work in concert to create and sustain a vibrant community. Our diverse congregation embraces the values of lifelong learning; inclusive, participatory and inspiring services; and repairing the world. As we learn and teach, live and pray together, we embrace each other and our Judaism with joy.

Director of Youth and Family Education
Temple Ner Tamid, Bloomfield, NJ
Job Description 2020

Who We Are:

Temple Ner Tamid is a welcoming, diverse, and musical Reform congregation of 500+ households. With a full-time staff of 12, Temple Ner Tamid supports a range of engaging community activities, Jewish holiday celebrations and lifecycle events, supplemental religious education for K-12th grade, and an active preschool.

Our staff and leadership are always looking for new ways to provide innovative engagement to our community. With excellence at the forefront of all we do, we strive to meet our mission of inspiring our members to be more curious, connected, and just.

Who You Are:

You are a professional who understands the positive influence Judaism can have in people's lives and a desire to foster that connection. As a warm, approachable, and inviting presence, you are an effective communicator with teachers, students, parents, and volunteer leaders. Your formal and informal education endows you with the knowledge of Jewish practice, as you exemplify strong personal values, serving as a Jewish role model in any community.

As a community-building leader, you are excited to speak in front of a large group, easily communicating your passion and vision. Comfortable with change and willingness to adapt, you are a self-starter and team player who fosters a collaborative environment. You are seeking a warm, supportive, spiritual, and progressive community into which to immerse yourself!

What You Will Be Doing:

- With a desire to mentor, you will recruit, train, and supervise teachers and leaders for our Kindergarten through 12th grade classes and supplemental programming.
- Using your expansive knowledge of Jewish texts, traditions, rituals, and offerings, you will guide the teachers in implementing engaging educational curriculum for every grade, effectively building on the learning year after year.
- In close collaboration with our Rabbi and Cantor, you will lead our 6th and 7th grade B'nei Mitzvah Initiative program, preparing families and students for the experience of becoming B'nei Mitzvah.
- Understanding that Judaism is fostered in the home, you will work to strengthen and expand our Jewish Family Journeys program, engaging families in grade-level small group gatherings that facilitate families bringing the knowledge of the classroom home with them.
- With deep knowledge of how teens connect with one another and their tradition, you will craft an interesting and challenging high school program to engage our teens in important conversations about the world they are living in and how to look at it through a Jewish lens. This includes a partnership with Moving Traditions for gender specific programming and resources.

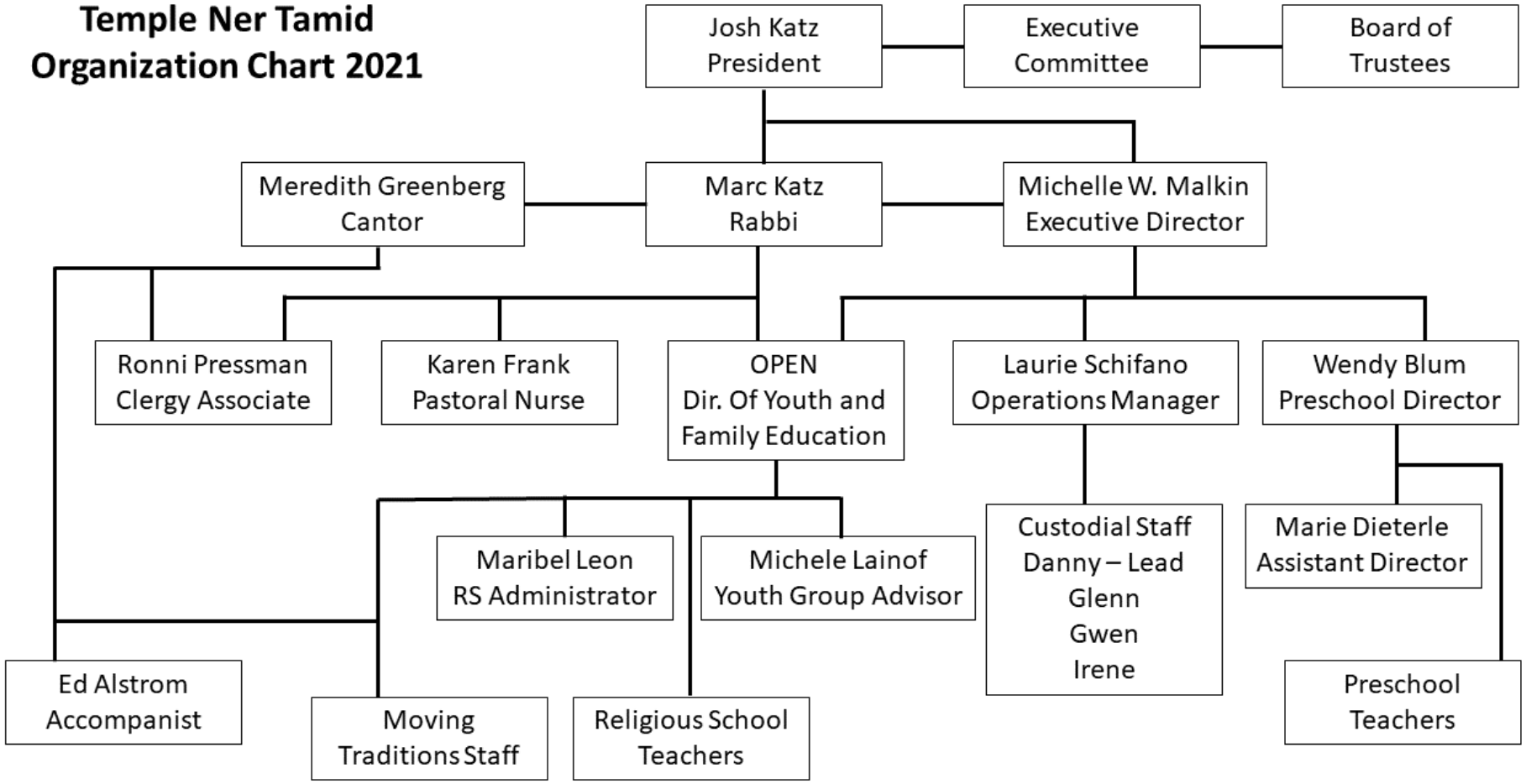
- Drawing on previous experience and knowledge of best practices, you will mentor and supervise the Youth Group Director in implementing an engaging and purposeful social supplemental teen program outside of formal classes.
- With a sense of adventure, you will plan and implement annual experience trips for high school students, including staffing the annual Religious Action Center's L'Taken program in Washington DC and will adapt and re-envision our senior year volunteer trip. (when travel safely resumes)
- In partnership with the Rabbi and volunteer leaders, you will serve as a key staff member in crafting and implementing community holiday celebration programs and educational program efforts as needed.
- Utilizing the existing successful Shoresh Preschool program, you will work with the Shoresh Preschool Director to assist with Jewish education efforts throughout the school.
- Knowing that engagement of parents is as important as their children's, you will work diligently to engage parents on an individual level as well as work with the VP of Education and the Parent Committee in an effort to bring parents together with quarterly events.
- Understanding the importance of serving and raising awareness of a diverse community, you will work to adapt our program to be inclusive of all students, including those with special needs, those being raised in an interfaith home, Jews of color, members of the LGBTQ community, and other diverse needs as expressed in our community. You will infuse the curriculum for all students with an understanding of the diversity of the Jewish community and the implications of privilege within our community.
- As a well-organized, self-motivated, computer savvy professional, you will properly manage your budget, order and keep track of supplies, supervise and mentor your administrator, create and manage marketing materials and website/social media content, ensure all student data is up-to-date, and keep office, storage, and classroom spaces organized.
- Seeking to continually grow as a professional, you will engage with regular goal setting and evaluation efforts of your work, attend relevant conferences and workshops to expand your education, participate in networking groups to share best practices, and seek new and innovative programs in the field to bring back to the community.

Your Background:

Throughout your career you have demonstrated a track record of successful supervision of staff, creation and execution of formal and/or experiential education curriculum, and a varied level of professional experiences.

You have left a trail of praise from your colleagues and community leaders, demonstrating innovative problem-solving with at least 4 years of relevant Jewish educational experience.
With a bachelor's degree in any field and preferred Masters in Jewish Education, you have strong technological skills and are proficient in Microsoft Office Suite as well as basic website/zoom/form/survey and other sites.

How to Apply:

To be considered for this position, send a cover letter and resume as pdf attachments to hello@nertamid.org with the subject "Director of Youth and Family Education – YOUR NAME". Compensation and benefits package are determined upon experience and education and is comparable to industry standards in accordance with the Association of Reform Jewish Educators. This position is on-site at Temple Ner Tamid, located at 936 Broad Street, Bloomfield, NJ 07003.

Temple Ner Tamid
Organization Chart 2021