



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

CONGREGATION/INSTITUTION	Congregation Emanu-El of the City of New York	DATE OF APPLICATION	March 2021
STREET ADDRESS	One East 65 th Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	New York, NY 10065		
TELEPHONE NUMBER	(212) 744-1400	FAX	
E-MAIL		WEBSITE	www.emanuelnyc.org
URJ DISTRICT	Northeast	DATE POSITION IS AVAILABLE	July 2021
POSITION TITLE	Religious School Assistant Director	FULL or PART-TIME	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

Congregation Emanu-El, the first Reform Jewish synagogue in New York City, is hiring a full-time **Program Manager of Faculty and Family Engagement** for its department of lifelong learning. The work of this department is to transform and revolutionize congregational education, including our Religious School, holiday celebrations and family worship. Visit our website at www.emanuelnyc.org/school to learn more about our school and our congregation, our educational vision, and the programs we offer, including [Tribes](#) and [Tefilah](#).

As a key member of the department of lifelong learning, the Program Manager of Faculty and Family Engagement must be a strategic thinker, strong collaborator, and inspirational leader. This is a creative position that incorporates administrative, managerial, and supervisory responsibilities. We shape the position to match the strengths and interests of the person holding the position, enabling you to guide us with your expertise while supporting your professional growth.

Key responsibilities in your portfolio include:

School and Program Management

- Serve as onsite and online program supervisor.
- Develop new curricular initiatives.
- Assist in directing the daily schedule and logistics of the religious school and teen programs; create weekly schedules.
- Coordinate, develop curriculum and materials for, and lead special school activities both inside and outside of school hours, including: school worship, holiday and family events, and trips and retreats.
- Manage school materials, including art supplies, media, textbooks and software licenses.
- Oversee online Hebrew program.
- Manage budget, publicity, payroll, and registration for all areas of responsibility.

Faculty Engagement

- Assist in supervising and supporting school faculty in the execution of their job responsibilities, including helping them with curriculum mapping and documentation.
- Manage and track communication between faculty and home.
- Assist in hiring of faculty and substitute teachers.
- Support faculty in creating and implementing cutting-edge pedagogy.
- Develop professional development opportunities, supporting the growth of each member of the faculty through faculty observations, performance evaluation, and feedback.
- Integrate new faculty into the staff of the school, serving as their mentor and collaborator.
- Model creative teaching techniques and guide teachers in using them.

Family Engagement

- Welcome new families into the school community.
- Support families in their ongoing involvement in congregational life.
- Develop and maintain positive relationships with families and respond to their concerns.
- Follow up on student absences, day switches, and scheduling changes.
- Track and respond to life-cycle events, learning, health, and other individual needs.
- Manage online resources and support parents and students in their use.

Direct Teaching

- Staff family and special programs both inside and outside of school hours.
- Lead parent and family education.
- Act as substitute teacher and provide classroom coverage.

The ideal candidate:

- Has an advanced degree in education and/or Judaic studies and at least three years of experience in the field.
- Has excellent interpersonal, communication and organizational skills.
- Effectively sets priorities and manages multiple tasks.
- Has a strong understanding of family dynamics and child development.
- Brings new ideas and the ability to implement them.
- Has both formal and informal educational experience.
- Is familiar with the Hebrew language and Reform Jewish liturgy and is comfortable working in a Reform Jewish environment.
- Is achievement-oriented, passionate, fun, disciplined, and responsible.
- Has a strong background in technology, and has particular experience with running programs on Zoom or a comparable online platform.

Candidates with a background in performing arts, media and technology, and experiential education are especially encouraged to apply. This is a challenging position that brings with it tremendous opportunity for achievement. We seek reflective practitioners who are committed to professional growth and who are able to share a love for learning and of Judaism with all members of our synagogue community.

This is a full-time position, whose schedule during the school year is generally Mondays through Thursdays and half days on Sunday mornings. Additional evening, weekend and holiday work is required throughout the academic year. The ideal start date is July 2021. Salary is based on experience. The Program Manager of Faculty and Family Engagement reports to and is supervised by the Director of Lifelong Learning.

Other duties may be assigned as required.

Congregation Emanu-El of the City of New York is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The Congregation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

To Apply:

For more information about the position, or to apply, please send a cover letter and resume by email with the subject line "Program Manager of Faculty and Family Engagement" to SchoolJobs@emanuelnyc.org.

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	2142	169	215	45
FIVE YEARS AGO	2174	205	318	56
FUTURE DEMOGRAPHIC PROJECTIONS ARE School projected to grow somewhat during rebound from COVID				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
0	4	7	11	36	23	30	49	18	10	6			
OTHER (specify): Students home-tutored in place of RS: 19; other actively engaged teens not in RS: 50													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
OTHER (specify): Varied Informal teen programs		

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	9
ADULT PROGRAMMING	Extensive, through our Streicker Center			JEWISH PARENTING PROGRAMMING	Y
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		URJ Eisner Camp, Crane Lake, and Sci-Tech East			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun 9:30-12:00 / Mon 4:00-6:00		Sun 10:30-12 every three weeks	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP(CONGREGATION ONLY)			
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	Joshua M. Davidson	Full	8
RABBI	Amy B. Ehrlich	Full	
ASSOCIATE RABBI	Andrue J. Kahn	Full	
ASSOCIATE RABBI	Sara Y. Sapadin	Part	
CANTOR	Mo Glazman	Full	
VP ADMINISTRATION AND PLANNING	Cara L. Glickman	Full	
VP DEVELOPMENT	Marilyn F. Kohn	Full	
SR. DIR. DEVELOPMENT & PHILANTHROPY	Robyn Cimbol	Full	
ADMINISTRATOR	Mark Heutlinger	Full	
VP FINANCE	Steven Jones	Full	
DIRECTOR, LIFELONG LEARNING	Saul Kaiserman	Full	14
ASSOC. DIRECTOR, LIFELONG LEARNING	Rachel Brumberg	Full	14
ASSOC. DIRECTOR, LIFELONG LEARNING	Jackie Schreiber	Full	6
NURSERY SCHOOL DIRECTOR	Ellen Davis	Part	
DIRECTOR, STREICKER CENTER	Gady Levy	Full	

**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.**

All professional staff members participate in an annual performance review incorporating self-assessment, a performance matrix, and reflection upon annual goals.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Full	6
TO RABBI(S)	Full	
TO CANTOR(S)	Full	
TO ADMINSTRATOR	Full	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY	20 part-time	COMPUTER	
INTERMEDIATE	5	DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	Museum Curator
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	Part-Time
CUSTODIAL STAFF (specify full or part-time)	Full-Time		

IV. FACILITIES

SANCTUARY	2	NUMBER OF CLASSROOMS	14
CHAPEL	2	ART ROOM	
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Suite of 5 offices
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	We have many multipurpose spaces including a library and a museum		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Only partially for some classrooms		

AGE of BUILDINGS:	SANCTUARY	92	SCHOOL	OFFICE AREA	2 years ago education offices renovated
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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.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1845	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Emanu-El's own prayer book for Shabbat (based on UPB)		
The High Holy Day <i>machzor</i> used is	Emanu-El's own prayer book adapted from Gates of Repentance: The New Union Prayerbook for the Days of Awe		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

Support for Affinity Groups (Families, 50/60's, Gather, Tikkun Olam etc.), Outreach via Streicker and Tisch Centers to those who are not formal members, Interfaith efforts and being a moral voice for the community

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

Size and breadth of program, strong lay-professional partnership, ability to be nimble and develop high quality programs, amazing professional team, music programming is exceptional, clergy is exceptional, amazing facility and supportive operational team

What are the strengths of your educational program?

Small classes, the ability to cater our program to meet different family and child needs, full time professional staff, loyal and dedicated faculty, teen madrichim program

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

Team player attitude, creativity, and passion for Jewish life and learning

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

Thinking about how to start bringing families back to "normal" after this year of Covid where many students and families are dealing with varying degrees of physical and mental health related issues, being accessible to the community, and building relationships with students and parents

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

While we are a very large congregation, our Religious School is relatively small but is filled with the most amazing and dedicated families. Our students are exceptionally smart and thoughtful, and they value their time at Emanu-El, and we have tremendous buy-in from their parents who support the work of our department through a devoted Parents Association and other parent volunteers.

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

membership model – more virtual "members" and how to best engage, communications and marketing – how to effectively tell our story and reach out in a targeted way to our various constituencies, growing our family demographic

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 ?	July 2021

VII. COMMUNITY ATTRACTIONS

General population of location	8.4 million in NYC	Total Jewish population	1.1 million in NYC
JEWISH INSTITUTIONS IN AREA	HUC-JIR, Jewish Theological Seminary, Jewish Museum, Central Synagogue, Temple Israel, Park Avenue Synagogue, and many others		
JCC	92Y, JCC of Manhattan		
Federation	UJA-Federation of New York		
Jewish Family Service			
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Solomon Schechter, Ramaz, Abraham Joshua Heschel School, Rodeph Sholom		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	The majority of students attend private school, however there are many who attend public school as well. We have very few at day schools.		
Colleges, universities and music conservatories in the area include	Hunter College, NYU, Columbia, Barnard, Fordham, Yeshiva University		

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?

Everything is available in NYC- Broadway, symphony, opera, museums, sports, and more!

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	\$65,000-80,000
Percentage of pension (RPB) in addition to salary (15% recommended)	No pension but there is a 403(b) plan
Length of original contract (two years recommended)	At will employee, no contract

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Y	Moving Allowance	N	Books & Periodicals	Y	Sabbatical	TBD
Major Medical Insurance	Y	Professional Dues	Y	Congregational Membership	Y	Cell Phone	N
Dental Insurance	Y	ARJE Conference	Y	Religious School Tuition	Y	Laptop Computer	Y
Long Term Disability Insurance	Y	URJ Biennial	TBD	Early Childhood Tuition	N	Israel Trips	With congregation
		Regional URJ Gathering	N				
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	Jackie Schreiber, Associate Director of Lifelong Learning (soon to be the Acting Director of Lifelong Learning in July 2021)
Signature	Jackie Schreiber

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Jackie Schreiber	POSITION	Associate Director of Lifelong Learning
STREET ADDRESS	1 East 65 Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	NY, NY 10065		
TELEPHONE NUMBER	212-507-9534	FAX	
E-MAIL	jschreiber@emanuelnyc.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Jackie Schreiber by using the email address: SchoolJobs@emanuelnyc.org			

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

**LIFELONG LEARNING AT
CONGREGATION EMANU-EL OF THE CITY OF NEW YORK
March 2007
Revised July 2013**

We at Congregation Emanu-El believe that Reform Judaism encourages an ongoing search for meaning and brings us together as a community.

At Congregation Emanu-El:

- our children and adult members experience Jewish learning as **essential** and **indispensable**.
- when we study Torah, we learn **values** that are relevant, meaningful, inspiring, and which transform our daily lives.
- we emphasize a **whole-person** learning experience that engages the intellectual, emotional, physical, social and spiritual dimensions of every student.
- we create a learning environment that is both an **individual** and **family-centered** experience, creating a **synagogue community** in which we **live** the Judaism we learn.
- Jewish learning is open-minded, accepting and pluralistic, **respecting** the **diverse beliefs** and ways of living of our congregants.
- **Jewish values** imbue all that we do as a community and as individuals.

Reform Jewish learning at Congregation Emanu-El is a way of:

- building and strengthening **community**.
- finding one's place in the historical and developing **traditions** of Judaism.
- awakening to a greater understanding of self in relation to **God**.
- expanding **horizons**, encouraging action and motivating us to engage in the work of *tikkun olam* (repairing the world).
- empowering us with greater confidence in our **Jewish identity**.

Jewish learning at Congregation Emanu-El is . . .

a challenge,

an inspiration,

a celebration!

וּבְכָל-קְנִינְךָ קֵנָה בִינָה:
“In all that you seek, seek understanding”

-- Proverbs 4:7