



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 | Temple Emanuel of Tempe | DATE OF APPLICATION | 2/1/21 |
| STREET ADDRESS | 5801 S. Rural Rd. | | |
| CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE | Tempe, AZ 85283 | | |
| TELEPHONE NUMBER | 480.838.1414 | FAX | |
| E-MAIL | jocelyn@emanueloftempe.org | WEBSITE | Emanueloftempe.org |
| URJ DISTRICT | Southwest | DATE POSITION IS AVAILABLE | 6/1/21 |
| POSITION TITLE | Religious School Director | FULL or PART-TIME | either |

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

Temple Emanuel is a friendly, thriving, full-service synagogue located in Tempe, Arizona, located in the East Valley of the Phoenix Metropolitan area. In addition to a religious school, we offer a full slate of programming for adults, including many opportunities for learning and g'milut chasadim. Services, in a variety of styles and including some 30 b'nei mitzvah each year, take place on each erev Shabbat and Shabbat morning, and at all festivals. Ours is a vibrant Jewish community!

Our 150+ student religious school is the heart of our community. We're proud of the robust learning that goes on there, and we seek always to improve. Our curriculum, recently re-envisioned, focuses on experience, values, connection, and depth. Music and art are everywhere.

This year, we moved all of our learning online through Zoom. We also offered brand-new extracurricular learning opportunities, such as a pre-recorded t'filah, art therapy classes, and a monthly restorative yoga class.

We seek to infuse quality Jewish learning in everything we do.

We value warmth, intelligence, creativity, and collaboration.

Summary:

Temple Emanuel is searching for a Religious School Director with a unique blend of educational expertise and management experience.

Position reports to the Senior Rabbi and Managing Director.

Responsibilities of our Religious School Director:

- Develop and oversee our religious school's programs and goals
- Cultivate an environment that promotes innovation, cooperation, critical thinking, problem solving, and effective communication among and between the Director, students, staff, clergy, parents, and lay leadership
- Enhance religious school curriculum, as needed and within the vision
- Supervise, hire, and train teachers
- Create and deliver school communications to existing families as well as outreach to potential students/congregants
- Cultivate students and families
- Manage and expand our Madrich Program
- Administer religious school functions (student registration, teacher assignment, budget creation and management, behavioral/disciplinary issues, etc.)
- Plan "Family Camp" (our Shabbaton for all ages)
- Run High Holy Day Program for Religious School students
- Supervise Youth Worker ("TETY" Director)
- Promote and market our school, engage with prospective families
- Attend monthly Board meetings, staff meetings, private teacher meetings, parent-teacher conferences, give feedback, updates, etc.
- Documenting teachers' time for payroll
- Substitute teach when necessary

Ideal Qualifications of our Religious School Director:

- Be a collaborative partner, engaging professional and a reliable communicator with parents, faculty, Board and staff
- Undergraduate or graduate degree in Education, School Administration, Judaism, or a related field.
- Informal and/or formal Jewish education experience, including understanding of Jewish traditions and practices, particularly those of Reform Judaism.
- Experience with digital learning

Compensation and Benefits:

- This position's ideal hours are undetermined. We have employed both a full-time and part-time staff member in this role. Therefore, we are open to negotiation of salary, benefits and hours with the right employee. (Ideally between 25-40 hours/week).
- Salary commensurate with education, certifications and experience but the range for part-full time employee is approx. \$49,000-70,000/year.
- Full-time employees receive a generous benefit package that includes paid vacation and sick leave, medical, dental, vision and long-term disability insurance, among others. Part-time employees receive paid sick and vacation time.
- Specific working hours are flexible, but Religious School Director is asked to be on-site (or live online during COVID) during our Religious School hours of Sundays (morning through early afternoon), and Tuesdays and Wednesdays (afternoon through evening)

The Religious School Director is a member of the Senior Staff of Temple Emanuel. As such, He/She/They will sit on the Board of Trustees. He/She/They will report to the Rabbi. Temple Emanuel's staff and lay leadership pride themselves on collaboration.

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 | 338 | 97 | 150 | 35 |
| FIVE YEARS AGO | 408 | 172 | 293 | 35 |
| FUTURE DEMOGRAPHIC PROJECTIONS ARE We predict to rebound with positive trends post-pandemic related building closure. | | | | |

NUMBER OF STUDENTS ENROLLED BY GRADE

| PreK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|------------------|---|----|---|----|----|----|----|----|----|----|----|----|----|
| 2 | 5 | 14 | 6 | 16 | 17 | 21 | 18 | 21 | 14 | 11 | 5 | 0 | 0 |
| OTHER (specify): | | | | | | | | | | | | | |

| DAY CARE | PARENTS' DAY OUT | EARLY CHILDHOOD | Onsite-see below |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|------------------|
| OTHER (specify): Yad b'Yad Early Childhood Center is a separate LLC, owned by a synagogue member and integrated into congregational life. | | | |

| | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|
| HEBREW BEGINS IN GRADE 1 | AND CONTINUES THROUGH GRADE 6 | CONFIRMATION BEGINS IN GRADE 7 |
| ADULT PROGRAMMING Plenty! | JEWISH PARENTING PROGRAMMING none | |
| CAMPS (URJ REGIONAL AND CONGREGATIONAL) Sleep Away: Camp Stein, Camp Newman Day Camp: Camp Destination, JCC | | |

II. DAYS AND TIMES OF CLASSES

| RELIGIOUS SCHOOL | HEBREW SCHOOL | CONFIRMATION | POST-CONFIRMATION |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Sunday, 9-11 or 10:30 – 12:30 Tuesday 5:15 -6:45PM or Wednesday 4:30 – 6:15 Wednesday 6:30 – 8 PM None at present <i>**Everything is currently virtual due to COVID. This is the schedule for on-site sessions and via zoom.</i> | Sunday, 9-11 or 10:30 – 12:30 Tuesday 5:15 - 6:45PM or Wednesday 4:30 – 6:15 Wednesday 6:30 – 8 PM None at present | Sunday, 9-11 or 10:30 – 12:30 Tuesday 5:15 -6:45PM or Wednesday 4:30 – 6:15 Wednesday 6:30 – 8 PM None at present | Sunday, 9-11 or 10:30 – 12:30 Tuesday 5:15 -6:45PM or Wednesday 4:30 – 6:15 Wednesday 6:30 – 8 PM None at present |
| WEEKDAY EARLY CHILDHOOD | DAY CARE | PARENTING/FAMILY PROGRAMMING | PARENTS' DAY OUT |
| | | Selected Sunday mornings | |
| 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 |
|---------------------------|-----------------------------------------|-------------------|--------------|
| RABBI EMERITUS | Rabbi David Pinkwasser | RETIRED | 22 |
| SENIOR RABBI | Rabbi Dean Shapiro | FULL | 10 |
| CANTOR | Position vacated 2020-2021 due to COVID | | |
| RELIGIOUS SCHOOL DIRECTOR | Sharon Paley | PART | 3 |
| MANAGING DIRECTOR | Rebecca Weinstein | FULL | 5 |
| FINANCE & HR DIRECTOR | Jocelyn Richards | FULL | 7 |
| RELIGIOUS SCHOOL ASST. | Sue Dermer | PART | 13 |
| YOUTH DIRECTOR | Thea Weiss | PART | 1 |

| | | | |
|----------------------------------|-----------------------|-------------|----------|
| B'NAI MITZVAH COORDINATOR | Chelsey Falk | PART | 1 |
| ADMINISTRATIVE ASSISTANT | Stacey Kempfle | PART | 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.

Staff participates in a yearly 360 review.

This performance evaluation tool solicits feedback about an employee from all directions: their supervisor, coworkers, teachers, and congregants.

The employee's supervisor intakes all data collected and presents a report with findings intended to identify goals, achievements, and things to improve upon.

| SECRETARIES/ADMINISTRATIVE ASSISTANTS | FULL or PART-TIME | YEARS SERVED |
|---------------------------------------|-------------------|--------------|
| TO EDUCATOR(S) | Part | 13 |
| TO RABBI(S) | Part | 1 |
| TO CANTOR(S) | | |
| TO ADMINSTRATOR | Part | 1 |

| NUMBER OF TEACHERS | | SPECIALISTS | |
|---------------------------------------------|-----------------------------------------------------------|-----------------|-----------|
| COORDINATORS / DEPARTMENT HEADS | 1 | ART | |
| PRIMARY | 14 | COMPUTER | |
| INTERMEDIATE | 13 | DANCE | |
| UPPER | 6 | DRAMA | |
| BAR / BAT MITZVAH | 3 | HEBREW | |
| HIGH SCHOOL / POST B'NAI MITZVAH | | LEARNING CENTER | |
| ARE THERE ANY FULL-TIME TEACHERS ? | No | LIBRARIAN | Volunteer |
| CUSTODIAL STAFF (specify full or part-time) | 1 part-time Facilities Coordinator/2 Part-Time Custodians | | |

IV. FACILITIES

| | | | |
|-------------------------------------|---|-------------------------|----|
| SANCTUARY | x | NUMBER OF CLASSROOMS | 13 |
| CHAPEL | | ART ROOM | |
| LIBRARY | x | MUSIC ROOM | |
| SOCIAL HALL / AUDITORIUM | x | YOUTH LOUNGE | x |
| SANCTUARY / SOCIAL HALL COMBINATION | x | TEACHER RESOURCE CENTER | |
| | | EDUCATOR'S OFFICE | x |
| | | COMPUTER ROOM | |
| | | STUDENT LEARNING CENTER | |

| | |
|----------------------------------------------------------------|--------------------|
| OTHER (SPECIFY) | Multi-purpose room |
| IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? | Yes. |

| | | | | | | |
|-------------------|-----------|----------|--------|----------|-------------|----------|
| AGE of BUILDINGS: | SANCTUARY | 25 years | SCHOOL | 10 years | OFFICE AREA | 10 years |
|-------------------|-----------|----------|--------|----------|-------------|----------|

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 | 1976 | and became a member of the URJ (UAHC) in | |
| The Shabbat prayer book used is | Mishkan Tefilah | | |
| The High Holy Day <i>machzor</i> used is | Mishkan Hanefesh | | |

Has the Religious School received ARJE Accreditation ?

If yes, in what year ?

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

We strive to enhance our members' spiritual journey, provide a community within which to raise a family and educate our children, and create an environment within which to live meaningful lives as Jews in Arizona.

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

- Welcoming, comfortable, and inclusive community
- Dynamic, dedicated leadership
- Strong commitment to our Religious School

What are the strengths of your educational program?

Our Religious School is strong and vibrant. Kids enjoy it and form lasting relationships with peers and teachers. Since Temple Emanuel draws from a large geographical region and Jewish families feel isolated, these social connections are especially meaningful. Most teachers are parents; a sizeable minority of these are professional educators. Some are college or graduate students at Arizona State University. Each semester, about 30 post-Bar Mitzvah students participate as Madrichim. That program enhances our school immeasurably and offers older kids a meaningful way to learn about leadership and stay deeply connected with our Jewish community.

There is much that Temple Emanuel's religious school does well. It is colorful, musical, and fun. Parents and students alike give it high marks. Our recently revamped Hebrew and 7-10th Grade Jewish Studies curriculum is divided into five units: The Library of Jewish Literature, God, Israel, Jewish Movements, and Tikkun Olam. Students re-visit each of these units in 7th, 8th, and 9th grades, thinking ever more deeply. Prior to going online this year, electives were offered to allow middle and high school students to explore areas of special interest. We want to continue to innovate and improve. Tenth graders prepare for Confirmation. The last couple of years found us with students interested in remaining after Confirmation, where they spent time (monthly) to explore areas such as Tikkun Olam.

On Sundays, students focus on Hebrew reading and prayer for grades 3-6. Sundays include classes for Pre-K through sixth grade. Our successful family education program brings parents and children in each grade together for at least one session each year. The entire school comes together for our musical t'filah.

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

We seek a high-energy educator who will bring new ideas and the ability to make them happen, who's a mensch and connects with all people (especially children), and who has a warm, appealing presence in the community. He/she/they should have a strong passion and vision for quality Jewish education.

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

1. Enhance the educational experience of our religious school
2. Cultivate an environment that promotes innovation, cooperation, critical thinking, problem solving, and effective communication among and between the Educator, students, staff, clergy, parents, and lay leadership
3. Support the teachers in creating an environment where students have the opportunity to develop a love of Judaism.

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

Temple Emanuel of Tempe is an active Jewish community sustained by life-long relationships, excellent educational opportunities, and spirited fellowship. The education of our children is of utmost importance.

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

Temple Emanuel is a full-service synagogue, and we balance our budget each year. Without substantial cash reserves, however, we are always careful about how we spend our money. Our focus over the coming years will be to reduce revenue volatility and continue to develop steady sources of income.

VI. INCUMBENT EDUCATOR

| | |
|----------------------------------------------------------------------------------------------|----------------------|
| Has the current educator been informed that the congregation / institution is in placement ? | Yes, she is retiring |
| On what date will the current educator relinquish his/her position ? | May 31, 2021 |

VII. COMMUNITY ATTRACTIONS

| | | | |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------|
| General population of location | 4.5 million | Total Jewish population | 900,000 |
| JEWISH INSTITUTIONS IN AREA | | | |
| JCC | East Valley JCC, Valley of the Sun JCC | | |
| Federation | Jewish Federation of Greater Phoenix | | |
| Jewish Family Service | Jewish Family and Children Services | | |
| Central Jewish Education Agency | Bureau of Jewish Education | | |
| Jewish Day School (which grades) ? | Pardes Jewish Day School, Desert Jewish Academy | | |
| Other | ASU Hillel, Valley Beit Midrash, Jewish Community Foundation, Jewish Free Loan, Jewish Film Festival of Greater Phoenix, Board of Rabbis of Greater Phoenix, Jewish News, Stein Family Community Mikvah, AIPAC, Jewish Studies Department at Arizona State University, Limmud AZ | | |
| Majority of members’ children attend public school, private school, or Jewish day school ? | Public schools | | |
| Colleges, universities and music conservatories in the area include | Arizona State University, Tempe, Arizona University of Arizona, Tucson, Arizona Maricopa County Community Colleges, campuses throughout Phoenix metro area | | |
| What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ? | Phoenix has lots of great restaurants, and a local arts/theatre scene. Examples include: Various classical music ensembles incl. Phoenix Symphony Arizona Opera Company Phoenix Theater Herberger Theater Phoenix Art Museum Heard Museum (Native American Art) Desert Botanical Garden Numerous outdoor activities – hiking, biking, camping, boating, skiing, etc. Major league and college sports | | |

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 | \$49,000-\$70,000, dependent on FTE, experience and qualifications |
| Percentage of pension (RPB) in addition to salary (15% recommended) | TBD |
| Length of original contract (two years recommended) | 2 |

| STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY | | | | | | |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------|-----|---------------------------|---|-----------------|
| Medical-Hospitalization | X | Moving Allowance | TBD | Books & Periodicals | X | Sabbatical |
| Major Medical Insurance | X | Professional Dues | X | Congregational Membership | X | Cell Phone |
| Dental Insurance | X | ARJE Conference | X | Religious School Tuition | | Laptop Computer |
| Long Term Disability Insurance | X | URJ Biennial | | Early Childhood Tuition | | Israel Trips |
| | | Regional URJ Gathering | | | | |
| Other (please specify) | Benefits apply only to full-time positions. Part-time benefits include paid vacation and sick leave. | | | | | |

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 | Jewishjobs.com |

| 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 | Rebecca Weinstein, Managing Director |
| Signature | RW |

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------|------------------------|
| NAME | Hope Massar | POSITION | Search Committee Chair |
| STREET ADDRESS | 5801 S. Rural Rd. | | |
| CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE | Tempe, AZ 85283 | | |
| TELEPHONE NUMBER | 480.838.1414 | FAX | |
| E-MAIL | Hope.massar559@gmail.com | | |
| Resumes of applicants should be sent to the following e-mail address(es) (please include more than one e-mail address): | | | |
| Hope.massar559@gmail.com ; jocelyn@emanueloftempe.org | | | |
| | | | |

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

Temple Emanuel – Connecting Our Jewish Community
We are a welcoming oasis for all who embrace Jewish values and
want to nourish their lives with wisdom, justice, and lovingkindness.
We are connecting our Jewish community and building a better world together.

Since our founding in 1976, Temple Emanuel of Tempe has been committed to building and sustaining a vibrant and inclusive Reform Jewish community by:

- ❖ Connecting and welcoming Jews and members of Jewish families of all backgrounds, including age, abilities, sexual and gender orientation, and levels of observance. We embrace interfaith families and all who wish to participate in Jewish life.
- ❖ Connecting individuals and families to God, and to Jewish values, culture, heritage, and lifecycle events.
- ❖ Connecting Jews through study and the Hebrew language to the wisdom of Torah and our traditions as ways to advance our Jewish lives.
 - ❖ Connecting ourselves to the richness and depth of Jewish spiritual and ritual experience.
 - ❖ Connecting our children through positive educational and social experiences, enabling them to discover their own unique version of Jewish life and contribute to society in meaningful ways.
- ❖ Connecting adults of all ages to the Temple Emanuel community by providing creative and innovative learning, worship, music, and social experiences.
- ❖ Connecting to the larger community and world around us by pursuing social action and working for social justice.
- ❖ Connecting to Israel by encouraging an active and respectful dialogue as part of our commitment to the people, land, and State of Israel.

We pride ourselves on being a warm, comfortable home, always here to provide social and spiritual well-being for all who walk through our doors.