



The Association of Reform Jewish Educators

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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 Shaaray Tefila	DATE OF APPLICATION	2/25/21
STREET ADDRESS	89 Baldwin Rd		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Bedford Corners, NY 10549		
TELEPHONE NUMBER	914-666-3133	FAX	
E-MAIL	awest@templest.org	WEBSITE	Shaaraytefila.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2021 (possibly sooner)
POSITION TITLE	Director of Education	FULL or PART-TIME	FULL

Director of Education

JOB DESCRIPTION

Temple Shaaray Tefila is seeking a master educator to join its professional team to be an innovative entrepreneurial leader of its educational programming, beginning with its religious school and B'nai Mitzvah program students and families, and over time developing a community of life-long learners. Our candidate must be (i) a teacher's teacher, with strong curriculum and mentoring skills, (ii) someone who loves building family connections and engaging opportunities through learning (iii) an organized, multi-tasker, and (iv) a collaborative team member who will enjoy working with the Senior Rabbi, Executive Director, education team and lay leaders

Key Responsibilities*

- In collaboration with the Senior Rabbi, develop vision, goals and a strong curriculum for the Religious School. This includes providing high-quality and engaging learning experiences in a welcoming, supportive and inclusive school environment for Jewish education.
- Will supervise our B'nai Mitzvah Coordinator and oversee the B'nai Mitzvah Education Program, - ensuring that there is a smooth and strong bridge between the Religious School and B'nai Mitzvah Curriculum-- working closely with the Senior Rabbi .
- Oversee the day to day activities of the Religious School. Direct responsibility for grades K through 12 and all school enrichment.
- Communicate with families when issues regarding learners arise and work in partnership with the faculty, rabbi, cantor, education team, executive director, and other appropriate people to resolve the issues.
- Coordinate *tefila* to ensure that a rabbi, cantor or other appropriate person is available for all school *tefila* programs.
- Communicate with prospective member families to answer questions about the Religious School.
- In partnership with the Senior Rabbi, ensure that the curriculum of the Religious School is appropriate for fulfilling the school's vision and goals. Under the direction of the Senior Rabbi, develop and implement a new curriculum, as necessary.
- Provide faculty recruitment, supervision, evaluation, training, and support throughout the year. Inspire and educate staff through Jewish learning and living. Facilitate faculty meetings and provide professional development opportunities.
- Act as Hebrew coordinator. Working with other staff, evaluate Hebrew learning levels and make recommendations for additional instruction, where necessary.
- Oversee our Digital Classroom Education.
- Formulate strategies for learners with special needs and support their families to make the Religious School experience fulfilling and appropriate. Train faculty to identify and work with special needs issues.
- Work closely with the Religious School committee chairs to foster community connections within the school and with the Temple as a whole. Partner with the school committee to coordinate school fundraising efforts.
- Oversee and facilitate family communications and act as spokesperson for the school. Provide weekly communication with families through the K–12 weekly email and other appropriate means.
- Manage family education programs.
- Supervise and partner with a youth professional to create engaging youth and family programming for grades 8-12.
- Supervise the school administrative assistant.
- Be present at relevant Shabbat dinners.

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	543	133	183	60
FIVE YEARS AGO	805	450	522	85
FUTURE DEMOGRAPHIC PROJECTIONS ARE Many families are moving up to Westchester from Manhattan				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	10	10	10	11	21	15	35	42	7	5	9	8	6
OTHER (specify): Moving Traditions Rosh Chodesh - 10													

DAY CARE	NA	PARENTS' DAY OUT	EARLY CHILDHOOD	50
OTHER (specify): Blooming Babies & Toddler Program - 25				

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	We have a robust adult education program.			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	We have many children who attend URJ camps and we have a strong relationship with URJ camps.				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday/Monday	Sunday/Monday	Monday Nights	Monday Nights
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Monday-Friday			
CAMP(CONGREGATION ONLY)			
ECC Summer Camps ages 2-5 years old			
OTHER (specify) We also offer enrichment for Hebrew and Culture on Tuesday and Wednesdays as needed for students who are struggling and/or have missed classes.			

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	Rabbi David Wilfond	FT	Started July 1, 2020
RABBI Emeritus	Rabbi David Greenberg	FT	44 years
ASSISTANT RABBI			
CANTORIAL SOLOISTS	Noah Chase, Kenny Green, Alli West, Shalyn Courteney	P/T	8-10 years
EDUCATOR	Elizabeth Marlowe	FT	3
DIRECTOR OF EXPERIENTIAL EDUCATION	Jessica Herrmann	P/T	2
SCHOOL ADMINISTRATOR & B'nai Mitzvah Coordinator	Beth Kerner	P/T	15 years
SCHOOL MUSIC SPECIALIST	Kenny Green	P/T	15 Years
			a
EARLY CHILDHOOD EDUCATOR	Patty Goldstick	F/T	2

DIRECTOR OF FINANCE	Mona Halter	F/T	10

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, we have annual reviews for all staff twice a year led by each person’s supervisor. The Director of Life-Long Learning would report directly to the Senior Rabbi and the Senior Rabbi would be the person to review the job performance.

We have a form that each employee is asked to complete in advance of each review - which is positioned as a “reflection” where both the employee and and the person leading the review have an opportunity to share lessons learned, areas that are in need of improvement and noting places of excellence and triumphs. It’s a partnership and we like to think of this as a gentle and nurturing process.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Beth Kerner	PT	15
TO RABBI(S)	Jill Berkowitz	FT	4
TO CANTOR(S)			
TO ADMINISTRATOR	HIRING FOR APRIL 2021	FT	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	2	ART	1
PRIMARY	3	COMPUTER	
INTERMEDIATE	6	DANCE	1 (Hebrew through movement)
UPPER	see HS	DRAMA	
BAR / BAT MITZVAH	4	HEBREW	2
HIGH SCHOOL / POST B'NAI MITZVAH	4	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	2 FT and 3 PT		

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	
CHAPEL	1	ART ROOM	1
LIBRARY	2	MUSIC ROOM	1
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	1
OTHER (SPECIFY)	We have 3 buildings (a school, a sanctuary and a main building with a social hall and administrative offices). We are on a 10 acre property and have multiple outdoor learning spaces.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes but the classes/programs are always at different times.		

AGE of BUILDINGS:	SANCTUARY	Renovated 1975	SCHOOL	Built 1999	OFFICE AREA	Renovated 1993
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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.

NA

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1976	and became a member of the URJ (UAHC) in	1976
The Shabbat prayer book used is	Mishkan Tefila		
The High Holy Day <i>machzor</i> used is	Mishkan Hanefesh		
Has the Religious School received ARJE Accreditation -	No, but are open to doing so.	If yes, in what year ?	

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

1. To instill a love for Judaism
2. To live a life of social justice, inspired by Jewish teachings
3. To create sacred community

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

1. Social Justice and Action are essential in every area of temple life.
2. Our commitment to Next Generation Engagement and our willingness to be innovative.
3. We have extraordinarily committed lay leaders and a highly effective professional staff.

What are the strengths of your educational program?

1. We are committed to experiential education
2. Exceptional music education programming
3. Hebrew through movement

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

1. Strong leadership skills and ability to inspire our faculty and families
2. Possesses a deep knowledge of latest innovations in Jewish curriculum
3. Experienced professional who possesses the tools to creatively engage and recruit new families, and education staff.

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

1. Impart Jewish knowledge
2. Instill a sense of belonging and commitment to the Jewish Community and its future
3. Model a sense of relevance in Judaism for the greater world

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

We are a magnet shul drawing from many different towns.

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

1. Expanding our membership
2. Deepening our B'nai Mitzvah Program
3. Enriching our Adult Education Program

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 ?	June 30, 2021

VII. COMMUNITY ATTRACTIONS

General population of location	17,335	Total Jewish population	
JEWISH INSTITUTIONS IN AREA	There are several synagogues and JCC's in Westchester		
JCC	Southern Westchester (Tarrytown is closest)		
Federation	Strong UJA chapter in Westchester that we are aligned with		
Jewish Family Service	WJC & WJCS		
Central Jewish Education Agency			
Jewish Day School (which grades) ?			
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public		
Colleges, universities and music conservatories in the area include	SUNY Purchase, PACE, WCC, Manhattanville, Mercy College and very close to New York City (less than an hour) where you can find NYU, Juilliard and many other conservatories and Universities.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	We are a quick train ride from New York City which has dozens of Broadway, Off Broadway and musical concert halls. There is also The Jewish Museum, MOMA, Museum of Natural History, among other cultural institutions and museums.		

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	\$95,000 - \$105,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10-15%
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	Yes	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	No	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	Yes	Israel Trips	Yes
		Regional URJ Gathering	Yes				
Other (please specify)							

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	CCAR

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
A	
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	Alli West, Executive Director
Signature	Signature on file with the ARJE

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Vivian Cohn	POSITION	Chair - Lay Leader
STREET ADDRESS	509 Bedford Center Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Bedford Hills NY 10507		
TELEPHONE NUMBER	914-234-3568	FAX	
E-MAIL	vivianscohn@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
awest@templest.org			
rabbwilfond@templest.org			

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

About Us

Temple Shaaray Tefila is a Reform Jewish congregation with a traditional spirit. We celebrate, teach, and observe the most worthy values and ideals of our Jewish tradition: Torah, mitzvah, and tzedakah. In doing so, we connect our members and their families to each other, to the greater Jewish community, and to Israel. Anyone who seeks a warm and vibrant Jewish community will feel comfortable in our congregation.

Top 5 Facts and Figures

- Founded in 1976, we are the largest synagogue in Northern Westchester, drawing members from Armonk, Bedford, Bedford Hills, Chappaqua, Goldens Bridge, Katonah, Pleasantville, Pound Ridge, Somers, South Salem, and other Northern Westchester areas.
- We are located on a beautiful 10 acre campus with three buildings, an awesome playground, a community garden, and a gaga pit.
- Our multi-generational community is diverse, encompassing members from a wide variety of backgrounds. We warmly welcome everyone who wants to be part of us.
- We offer a large number of excellent educational, spiritual, and social programs for people of all ages, interests, and backgrounds.
- We have a dedicated team of volunteer leaders, clergy, and staff to address our congregants' needs.