



# 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](mailto:sschickler@reformeducators.org)

<b>CONGREGATION/INSTITUTION</b>	Congregation Emanu-El of the City of New York	<b>DATE OF APPLICATION</b>	November 30, 2021
<b>STREET ADDRESS</b>	1 East 65 <sup>th</sup> Street		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	New York, NY 10065		
<b>TELEPHONE NUMBER</b>	212-744-1400	<b>FAX</b>	212-570-0826
<b>E-MAIL</b>	j davidson@emanuelnyc.org	<b>WEBSITE</b>	www.emanuelnyc.org
<b>URJ DISTRICT</b>	East	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2022
<b>POSITION TITLE</b>	Director of Congregational Learning	<b>FULL or PART-TIME</b>	Full

☐ **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

### Core Responsibilities, Reporting to the Senior Rabbi:

#### **I. Vision-Setting, Strategic Planning and Leadership**

- a. Establish and develop consensus for institutional vision, mission, and philosophy of religious school education, teen programming, and family learning
- b. Set departmental agenda, goals, and criteria for success in implementing vision
- c. Research and develop new initiatives to expand school-age population and to support Jewish learning in changing Jewish and communal landscapes
- d. Strategic planning, evaluation, and reporting, including assessment of areas of weakness and potential growth and development of new initiatives in curricula, staffing, technology, programming, age-appropriate worship, and recruiting
- e. Establish programmatic, administrative, and operational priorities and timeline for their implementation
- f. Effectively partner with the board and its committees to maximize opportunities for leadership development and advancement in congregational education. Develop strong working relationships with individual board members
- g. Develop opportunities for collaboration and leadership among staff, faculty, parents, lay leaders and students. Cultivate lay leaders
- h. Develop structures for assessment and feedback among constituents, including focus groups, and surveys
- i. Set, foster and model a success-oriented, accountable, high-morale and positive environment
- j. Provide direction in the area of congregational education to the board and its committees

#### **II. Constituent Care and Management**

- a. Recruit and retain students, teens and families and motivate increased engagement in synagogue life
- b. Coordinate with Nursery School administration to strengthen early enrollment into Religious School
- c. Build relationships with and between students, teens, families, and professional staff
- d. Identify and respond to individual needs and interests of students and families
- e. Oversee student placement and teen participation
- f. Recognize special needs and develop and implement interventions and accommodations
- g. Evaluate student progress and achievement
- h. Supervise home tutoring, including distance learning via Zoom and similar technology
- i. Coordinate outreach and engagement efforts with membership department
- j. Communicate with constituents about programs and goals and provide mechanisms for feedback
- k. Develop culture of parent engagement and volunteerism

#### **III. Finance, Administration and Operations**

- a. Develop budget for the department, oversee all expenses
- b. Coordinate departmental calendar and schedule of specific programs
- c. Develop and manage content for website and social media and supervise departmental communication
- d. Coordinate with development department on fundraising opportunities related to this constituency
- e. Supervise marketing of program to constituents and potential members

#### **IV. Hiring, Training, and Evaluation**

- a. Lead, motivate, mentor, supervise and evaluate a high-performance education team
- b. Recruit and retain qualified professionals for full-time and part-time staff and school faculty
- c. Design and administer professional development, including ongoing training and mentoring, performance reviews, faculty meetings, departmental retreats, and initiatives in partnership with outside organizations
- d. Encourage team-building, conflict management and problem solving

#### **V. Curriculum Development and Family Culture**

- a. Collaborate with clergy to design and administer youth, family and teen worship and holiday celebrations, including Purim Shpiel and Carnival, High Holy Days
- b. Design family prayer books and manage all tech and music setup for family worship
- c. Ensure alignment between institutional vision and priorities, program goals, and activities for all school, youth, parent, and family programs and activities
- d. Foster the development and implementation of innovative curricula and materials
- e. Establish benchmarks for success and supervise program evaluation and assessment
- f. Plan, administer and staff Family Israel Trip

#### **VI. Direct Teaching**

- a. Tefillah, Family Worship and special programs
- b. Family Programs and Holiday Celebrations
- c. Parent Education/Adult Education
- d. Nursery School music and worship

## **VII. Advancing the Field**

- a. Keep abreast of best practices, new research and trends
- b. Participate in professional organizations
- c. Develop collaborative relationships with colleagues at similar institutions
- d. Publish articles in professional journals and social media

## 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	2,162	172	220	50
FIVE YEARS AGO	2,206	216	299	56
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
20			12	19	47	28	37	32	7	16			
OTHER (specify): 66 in Teen Program													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	97
OTHER (specify): Young Families programs including Tot-Shabbat, Toddlers Group, Baby Bop, Parenting Groups			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	9
ADULT PROGRAMMING	Many thousands through the Temple Emanu-El Streicker Center			JEWISH PARENTING PROGRAMMING	50
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Eisner, Crane Lake, Six Points SciTech, Six Points Sports Camp			

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays, Mondays	Sundays, Mondays	Sundays	Wednesdays
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
M-F	n/a	Young Families programs throughout the week, mornings and afternoons	n/a
CAMP(CONGREGATION ONLY)	Nursery School summer camp Monday through Thursday mornings		
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	9
RABBI	Amy B. Ehrlich	Full	33
ASSOCIATE RABBI	Sara Y. Sapadin	3/4	6
ASSOCIATE RABBI	Andrue J. Kahn	Full	4
SENIOR CANTOR	Mo Glazman	Full	5
RABBI EMERITUS	Dr. Ronald B. Sobel	Part	59
CANTOR EMERITA	Lori Corrsin	Part	17
CANTORIAL INTERN	Sara Anderson	Part	2
CHIEF OPERATING OFFICER	Cara Glickman	Full	8
VICE PRESIDENT OF PROGRAM	Dr. Gady Levy	Full	8
ADMINISTRATOR	Mark Heutlinger	Full	32
EARLY CHILDHOOD EDUCATOR	Gabrielle Savoldelli	Full	2
ACTING EDUCATION DIRECTOR	Jackie Schreiber	Full	1
TEEN DIRECTOR	Rachel Brumberg	Full	15
VP OF DEVELOPMENT	Marilyn Kohn	Full	4
MUSIC DIRECTOR	Jack Coen	Part	2
VICE PRESIDENT OF FINANCE	Rev. Steven Jones	Full	5

MEMBERSHIP DIRECTOR	Rachel Sackman	Full	4
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**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.**

**Review Process: Annually with Senior Rabbi**

**Description: Below is a copy of the self-assessment/supervisor-assessment form.**

**Congregation Emanu-El of the City of New York**



## **Self-Participation Performance Appraisal**

<b>Employee Name</b>	<input type="text"/>	<b>Employee No</b>	<input type="text"/>
<b>Hire Date</b>	<input type="text"/>	<b>Evaluation Date</b>	<input type="text"/>
		<b>Annual</b>	<b>Month</b>
<b>Job Title</b>	<input type="text"/>	<b>Job Grade</b>	<input type="text"/>
<b>Supervisor</b>	<input type="text"/>	<b>Department</b>	<input type="text"/>

### **Self-Evaluation**

(You may attach a separate sheet, if needed)

**List your core job responsibilities.**

**List your most significant accomplishments or contributions since your last review.**

**List your pending goals since your last review. What is your plan to accomplish these goals?**

**What do you think are areas of your performance that need improvement?**

**What is your plan to improve these areas? How can management support your training and development efforts?**

**State two career goals for the next review period and indicate how you plan to accomplish them.**

**Employee Comments**

**Employee Signature**

**Date**

**Supervisor/Manager Signature**

**Date**

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Sam Fox-Hartin	Full	5
TO SENIOR RABBI	Chaya Weiss	Full	2
TO CLERGY	Johnny Maldonado	Full	15
TO ADMINSTRATOR	Prince Davis	Full	20

NUMBER OF TEACHERS		SPECIALISTS (n/a)	
COORDINATORS / DEPARTMENT HEADS	3	ART	
PRIMARY	9	COMPUTER	
INTERMEDIATE	4	DANCE	
UPPER	6	DRAMA	
BAR / BAT MITZVAH	2	HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	5		

#### IV. FACILITIES

SANCTUARY	2	NUMBER OF CLASSROOMS	17
CHAPEL	2	ART ROOM	Yes
LIBRARY	2	MUSIC ROOM	Yes
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	2
		EDUCATOR'S OFFICE	2
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	Museum, Archive, Multiple Kitchens, Rooftop playgrounds and reception spaces		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	No		

AGE of BUILDINGS:	SANCTUARY	92 years	SCHOOL	62	OFFICE AREA	92
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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.  
Not currently, but contemplated.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1845	and became a member of the URJ (UAHC) in	1873
The Shabbat prayer book used is	Siddur Emanu-El		
The High Holy Day machzor used is	Machzor Emanu-El		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

- To create a sense of sacred community among our members, inculcating within them Jewish values and identity
- To welcome, comfort, celebrate, inspire and educate all who come through our doors
- To serve the broader Jewish and wider communities through acts of *tzedek* and *chesed*

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

- Warmth
- Energy
- Imagination
- Strong lay leadership
- Strong professional staff
- Healthy lay-professional relationships
- Abundant financial resources available in the community to meet our program and staff needs
- Dynamic social justice and caring community programs
- Renowned adult education program
- Successful Nursery School and Religious School
- Commitment to interfaith outreach
- Significant 20s and 30s engagement
- Magnificent choir, choir directors, organists and musicians
- Substantial Facilities
- Historic Main Sanctuary

What are the strengths of your educational program?

- Students and families enjoy their involvement
- The program has created a warm and tightly-knit community within the larger congregation
- The teen program is rich and varied in its offerings with many active participants (<https://www.emanuelnyc.org/learning/teens/>)

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

- Warm, energetic, inspiring presence
- Creativity born of intellectual curiosity: we should be regularly experimenting and challenging ourselves to find the most effective methods of Jewish engagement
- Spiritual depth: whether working with youth or teaching adults, our community seeks sophisticated, meaningful opportunities

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

- "Getting to know" the students and families within the religious school, nursery school and congregational communities
- Maintaining the level of enjoyment within the religious school while raising the academic expectations
- Collaborating with our Vice President of Program to undertake outreach to unaffiliated families through non-conventional educational initiatives funded by a new multi-million-dollar outreach grant

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

- The congregation envisions a bold and creative next chapter in its illustrious history, and the potential for creativity and innovation are limitless.

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

- Reimagining worship to allow for experiences of immanence as well as transcendence. We have created alternative, less formal, more participatory services to complement our more formal worship and engage more of our members. The challenge remains to explore an integrated worship experience that satisfies a variety of ritual sensibilities.
- Capitalizing on our Temple Emanu-El Streicker Center and new outreach initiative now creating cultural, religious and spiritual connections for its thousands of participants, members and non-members, to counter the trend away from synagogue affiliation
- Engaging younger members

## 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 30,2022



## VII. COMMUNITY ATTRACTIONS

General population of location	124,231	Total Jewish population	70,000
JEWISH INSTITUTIONS IN AREA	Hebrew Union College-Jewish Institute of Religion, Union for Reform Judaism, Jewish Theological Seminary, Dorot, and many others		
JCC	92 <sup>nd</sup> Street Y, Marlene Meyerson JCC Manhattan		
Federation	United Jewish Appeal-Federation of Jewish Philanthropies		
Jewish Family Service	Jewish Board of Family and Children's Services		
Central Jewish Education Agency	The Jewish Education Project		
Jewish Day School (which grades) ?	Congregation Rodeph Sholom, Abraham Joshua Heschel School, The Ramaz School, Park East Synagogue		
Synagogues	Reform: Central Synagogue, Congregation Rodeph Sholom, Temple Israel, Shaaray Tefilah, East End Temple, Stephen Wise Free Synagogue; Conservative: Sutton Place Synagogue, Congregation Habonim, Park Avenue Synagogue, Town and Village Synagogue; Reconstructionist: Society for the Advancement of Judaism, West End Synagogue; Orthodox: Aish HaTorah, Congregation Adereth El, Congregation K'hal Adath Jeshurun, Congregation Kehilath Jeshurun, Congregation Ohab Zedek, Congregation Shearith Israel-The Spanish & Portuguese Synagogue, Fifth Avenue Synagogue-Kehilat Ateret Tzvi, Kehilat Rayim Ahuvim		
Majority of members' children attend public school, private school, or Jewish day school ?	Private school and public school		
Colleges, universities and music conservatories in the area include	Columbia University, New York University, City University, Fordham, Yeshiva University, and many more		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Metropolitan Museum of Art, Lincoln Center, American Museum of Natural History, Carnegie Hall, Central Park Zoo, The United Nations, world renowned hospitals and schools		

## 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."**

<b>PROPOSED SALARY or SALARY RANGE</b>	\$125,000-\$165,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	2

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	Yes	Sabbatical	Not in first contract
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	Yes
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	No	Israel Trips	Yes
		Regional URJ Gathering	In consultation with Senior Rabbi				
Other (please specify)	4 weeks vacation, 10 sick days, 2 personal days						

### 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	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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

<b>Name of person completing this form and position in congregation / institution</b>	Rabbi Joshua M. Davidson, Senior Rabbi
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<b>Signature</b>	
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## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Brian Pessin	<b>POSITION</b>	Chair of Human Resources Committee
<b>STREET ADDRESS</b>	310 East 75 <sup>th</sup> Street #2A		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	New York, NY 10021		
<b>TELEPHONE NUMBER</b>	917-332-7626	<b>FAX</b>	
<b>E-MAIL</b>			
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
Rabbi Joshua M. Davidson, jdavidson@emanuelnyc.org			
Brian Pessin, brianpessin10@gmail.com			

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

In December 2015, Temple Emanu-El's Board of Trustees adopted a new "Statement of Vision" for the congregation: "Congregation Emanu-El of the City of New York: A Bold Reform Congregation Where Warmth and Majesty Meet"

### *Our Legacy*

In keeping with our founding in 1845 as the first Reform Jewish Congregation in New York City, Temple Emanu-El continues to build upon its legacy of leadership and the timeless values of Jewish tradition as we strive toward a more just, ethical and compassionate world. We commit our spiritual, intellectual, physical and financial resources to strengthening our community today for a vital tomorrow.

### *Our Community*

We are a community of warmth and awareness where every individual matters. We embrace our diverse membership and offer all who comprise it a meaningful life grounded in Judaism. Our membership's size and varied backgrounds, experiences and ideas are a foundational strength, providing opportunities for meaningful connections for all. We cherish the friendships made and developed through our active experiences in temple life.

### *Our Passion*

We pride ourselves on our inspiring worship experiences; our lifelong opportunities to study, learn and grow; our remarkable tradition of philanthropy; and the fullness of our religious and cultural offerings. We value our historic role as a Jewish voice in New York City, our country and the world.

### *Our Commitment*

Membership is an invitation to join a community of faith, hope and promise. We invite each member to engage actively in the dynamic life of our synagogue and thereby grow spiritually through prayer, intellectually through education and morally through righteous action (tikkun olam). We affirm solidarity with the Jewish people and our historic presence in the State of Israel.

We look to the future with hope, determined to be worthy of our name, Emanu-El, "God is with us."