



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 Beth David | DATE OF APPLICATION | 1/20/22 |
| STREET ADDRESS | 7 Clapboardtree Street | | |
| CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE | Westwood, MA 02090 | | |
| TELEPHONE NUMBER | (781) 769-5270 | FAX | --- |
| E-MAIL | education@templebethdavid.net | WEBSITE | www.templebethdavid.net |
| URJ DISTRICT | Northeast | DATE POSITION IS AVAILABLE | 7/1/22 |
| POSITION TITLE | Director of Education | 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

Director of Education

Temple Beth David, Westwood MA

Temple Beth David is seeking a dedicated and innovative leader to direct our vibrant Shorashim Religious School. Our education program is called “*Shorashim*,” as we are growing Jewish roots together. Come grow with us! The Director of Education oversees K-12 education, shapes a rich and welcoming Jewish learning environment, promotes a love of Judaism and personal connection, and inspires students to be active participants in Jewish community. Our program integrates Jewish learning and living. Working with the Rabbi, the Director has the capacity to imagine, develop, and implement a creative approach to Jewish education and help shape cohesive community.

Temple Beth David is a Reform synagogue located in Westwood, serving a broad, diverse community of surrounding towns. Our congregation has experienced significant growth in the religious school and temple in recent years. We are seeking a full-time Director of Education to guide youth education, deepen engagement with students and families, collaborate with our Rabbi and staff, and help our community move from strength to strength.

Responsibilities Include:

- Provide educational vision and leadership for the K-12 Shorashim education program
- Inspire and guide students and families in meaningful Jewish learning and engagement based in Reform Jewish values
- Oversee daily operations and enrollment in the school
- Develop and design Judaic and Hebrew curriculum including classroom learning and hands-on experiences
- Plan yearly program calendar
- Hire and supervise teachers and teen madrichim assistants
- Support teachers with lesson planning
- Conduct teacher meetings and provide professional development
- Seek appropriate learning resources, materials, and technology
- Communicate regularly with parents
- Plan and involve parents in family education opportunities and intergenerational learning
- Serve as an entry point to new families with young elementary school children
- Create a welcoming environment for all learners and students with special learning needs
- Nurture relationships with children and teens with attention to mental and spiritual health
- Teach teen electives in “Double Chai” (grades 7-12) as needed and desired
- Facilitate social connections especially among middle and high school students
- Ensure health and safety of all students and teachers along with staff and lay leaders
- Work with temple staff to coordinate classroom and building usage
- Plan special programs, events, trips, and retreats with Rabbi
- Partner with Rabbi to shape Shabbat and holiday learning experiences and celebration
- Consult with Rabbi and tutor regarding B’nai Mitzvah preparation
- Collaborate with Rabbi and Early Learning Director to shape lifelong educational vision for congregation and integrate learning into the fabric of synagogue life

- Work closely with the Shorashim Education Committee to seek input, guide vision and shape the program
- Work with lay leaders and Rabbi to develop yearly budget
- Work with treasurer and administrative assistant on payroll
- Participate in temple-wide communications
- Supervise youth advisor and support NAWDTY youth group
- Collaborate with adult learning especially connecting parents
- Promote Jewish summer camps
- Partner with Boston area Jewish educational organizations and colleagues

Qualifications and Qualities:

Master's Degree in Jewish Education preferred or Master's Degree in Education, Educational Leadership, Judaic Studies

- Experience in Jewish education and Jewish youth programming
- Experience developing curriculum and supervising teachers
- Demonstrate and model personal passion for Jewish learning
- Excellent interpersonal and written communication skills
- Organized, detail-oriented, creative
- Ability to connect with children, teens and families
- Commitment to inclusion and sensitivity to different kinds of learners
- Commitment to teamwork

Reports to: Rabbi

Along with regular meetings and mentoring/supervision by the Rabbi, there is an annual mutual review process with designated lay leaders and the Rabbi.

Salary and Benefits:

Salary is commensurate with experience.

Health and retirement benefits, paid vacation, professional development.

How to Apply:

Please send cover letter and resume to education@templebethdavid.net.

The position starts July 2022.

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 | 250 | 81 | 140 | 17 |
| FIVE YEARS AGO | 200 | | 95 | 7 |
| FUTURE DEMOGRAPHIC PROJECTIONS ARE Continued growth especially in families with younger children | | | | |

NUMBER OF STUDENTS ENROLLED BY GRADE

| PreK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|------------------|----|----|----|----|----|----|----|----|---|---|----|----|----|
| | 10 | 12 | 14 | 13 | 14 | 17 | 12 | 18 | 6 | 6 | 5 | 9 | 3 |
| OTHER (specify): | | | | | | | | | | | | | |

| | | | |
|------------------|------------------|-----------------|----|
| DAY CARE | PARENTS' DAY OUT | EARLY CHILDHOOD | 25 |
| OTHER (specify): | | | |

| | | | | | |
|---|--|-----------------------------|---|------------------------------|-----|
| HEBREW BEGINS IN GRADE | 3 | AND CONTINUES THROUGH GRADE | 6 | CONFIRMATION BEGINS IN GRADE | 10 |
| ADULT PROGRAMMING | Torah and Talmud study, Hebrew, speakers, etc. | | | JEWISH PARENTING PROGRAMMING | Yes |
| CAMPS (URJ REGIONAL AND CONGREGATIONAL) | Eisner, Crane Lake, Cohen Camps, other | | | | |

II. DAYS AND TIMES OF CLASSES

| RELIGIOUS SCHOOL | HEBREW SCHOOL | TEEN PROGRAM (Grades 7-12) | CONFIRMATION |
|-------------------------|--|--|------------------|
| Sunday 9:30-11:30 am | Tue/Wed afternoon | Wednesday 5:30-8:00 pm | Wed 5:30-8 pm |
| WEEKDAY EARLY CHILDHOOD | DAY CARE | PARENTING/FAMILY PROGRAMMING | PARENTS' DAY OUT |
| 8-15 days a week | Extended day until 5 | Shabbat dinners, discussions, retreats | |
| CAMP(CONGREGATION ONLY) | Starting in 2022, the ELC will offer a summer program. | | |
| 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 | Karen Citrin & Micah Citrin | Full Time | 6 |
| ASSOCIATE RABBI | | | |
| ASSISTANT RABBI | | | |
| CANTOR | Karen Citrin & Micah Citrin | Part Time (musical assistance) | 6 |
| EDUCATOR | Karen Citrin & Micah Citrin | Part Time (now full) | 6 |
| ASSISTANT EDUCATOR | | | |
| ADMINISTRATOR | Open position | Full Time | |
| PROGRAM DIRECTOR | | | |
| YOUTH ADVISOR | Jason Allen | Part Time | 2 |
| EARLY CHILDHOOD EDUCATOR | Lynn Kaminski | 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.

Please see included.

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

| NUMBER OF TEACHERS | | SPECIALISTS (Yes for electives) | |
|---|----|---------------------------------|--|
| COORDINATORS / DEPARTMENT HEADS | | ART | |
| PRIMARY | 10 | COMPUTER | |
| INTERMEDIATE | 3 | DANCE | |
| UPPER | | DRAMA | |
| BAR / BAT MITZVAH | 3 | HEBREW | |
| HIGH SCHOOL / POST B'NAI MITZVAH | 4 | LEARNING CENTER | |
| ARE THERE ANY FULL-TIME TEACHERS ? | No | LIBRARIAN | |
| CUSTODIAL STAFF (specify full or part-time) | | Part time | |

IV. FACILITIES

| | | | |
|--|-------------------------------------|-----------------------------|---|
| SANCTUARY | Y | NUMBER OF CLASSROOMS | 7 |
| CHAPEL | Y | ART ROOM | |
| LIBRARY | Y | MUSIC ROOM | |
| SOCIAL HALL / AUDITORIUM | Y | YOUTH LOUNGE | 1 |
| SANCTUARY / SOCIAL HALL COMBINATION | Y | TEACHER RESOURCE CENTER | 1 |
| | | EDUCATOR'S OFFICE | 1 |
| | | COMPUTER ROOM | |
| | | STUDENT LEARNING CENTER | |
| OTHER (SPECIFY) | Outdoor learning spaces since COVID | | |
| IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? | | Yes, with grades K-2 Sunday | |

| | | | | | | |
|-------------------|-----------|----|--------|----|-------------|----|
| AGE of BUILDINGS: | SANCTUARY | 33 | SCHOOL | 16 | OFFICE AREA | 16 |
|-------------------|-----------|----|--------|----|-------------|----|

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

No

V. CONGREGATIONAL IDENTITY

| | | | | | |
|--|--|------------------|--|--|------|
| The Congregation / Institution was founded in | | 1960 | and became a member of the URJ (UAHC) in | | 1960 |
| The Shabbat prayer book used is | | Mishkan T'filah | | | |
| The High Holy Day <i>machzor</i> used is | | Mishkan HaNefesh | | | |
| Has the Religious School received ARJE Accreditation ? | | Not yet | If yes, in what year ? | | |

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

- Be the center of Jewish life, a source of spiritual sustenance, for our congregation and community.
- Lifelong learning throughout the ages and stages of our congregants.
- Tikkun Olam – connecting Jewish learning with living and putting values into action.

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

- We are a warm, welcoming, down to earth, inclusive community.
- Inspirational, participatory, joyful worship for all ages.
- Vibrant religious school and new early learning center that is attracting new families.
- An active congregation with dedicated participants and leaders including auxiliaries and committees.
- Level of programming that reflects a larger congregation with the intimacy and close connections of a smaller synagogue.

What are the strengths of your educational program?

- Our education program has transformed over the past six years under the leadership of Rabbis Karen and Micah. There has been significant growth in both the younger grades and the high school.
- The Judaic and Hebrew education is creative and experiential, connected to broader temple life such as prayer services and tikkun olam. Students learn through a Jewish lens that resonates throughout the classroom, sanctuary, home, and multi-tiered activities. The program creates a sense of community, continuity, and connection. A balanced approach that thrives in an experiential learning environment and explores multiple facets of what it means to be Jewish in today's world.
- Flexibility – the many-size-fits-many approach - from a more traditional classroom, to individual tutoring, to smaller group learning, to Shabbat, holiday celebrations, social programs, remote options, and scheduling options. The flexible approach has also included more students with special learning needs.
- Older students are invested and actively engaged with younger students, supporting them in the early years.
- Curriculum that spirals through to reinforce learning.
- Committed and supportive parent volunteers and leaders.
- Committed adult and intergenerational learning.
- The vast majority of students enjoy coming and learning!

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

- Strong organizational skills to creatively develop programs, while allowing the flexibility and adaptability needed to continue to evolve and grow. A good sense of how to develop culture and be conscientious of how Shorashim is the foundation of the Temple community.
- Ability to vision, lead, and collaborate with clergy, teachers, and parents, which includes strong communication and interpersonal skills.
- Passion and ability to connect with children in grades K-12, convey the importance of Jewish learning and relate to their everyday lives.

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

- Continue creating engaging learning and activities for youth while adapting to the realities of current times including mental and spiritual health.
- Our congregation draws from many towns, so creating connections between families to keep them engaged is very important. We have experienced significant growth in the past two years (36 new families, most with RS students), and we need to continue to strengthen the religious school as a key part of temple membership and community.
- Model, inspire and instill personal and meaningful Jewish identity now and into the future.

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

- 2022 will be a year of transition. Rabbi Micah will be stepping down as Co-Rabbi and Co-Educator, and Rabbi Karen will be the Rabbi. We are hiring an Educator and Administrator to support our growth, along with musical support. We were one of the few religious schools to continue with in-person learning during Covid, so maintaining that level of commitment and creativity is important.

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

- Successfully transitioning to a new model of rabbinic and educational leadership. This was the model prior to 2016, but there are many new families for whom this will be new.
- Continuing to attract new temple families and retain current students and membership.
- Continued growth and momentum of our new Early Learning Center.

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 (Greater Boston area) | Around 5 million | Total Jewish population | Around 250,000 |
| JEWISH INSTITUTIONS IN AREA | | | |
| JCC | There are two nearby in Newton and Sharon. | | |
| Federation | Yes (CJP) | | |
| Jewish Family Service | Yes | | |
| Central Jewish Education Agency | | | |
| Jewish Day School (which grades) ? | Rashi (K-8), Gann Academy (9-12), Solomon Schechter (Pre-K-8) | | |
| Other | Gateways: Access to Jewish Education, Ruderman Synagogue Inclusion Project, Hebrew College, MA Synagogue Council | | |
| Majority of members' children attend public school, private school, or Jewish day school ? | The vast majority attend public school in Westwood and surrounding towns. A very small percentage attend private school, and 1 student attends Jewish day school. | | |
| Colleges, universities and music conservatories in the area include | Westwood is located in the greater Boston area. There are a plethora of colleges and universities including but not limited to Harvard, BU, BC, Brandeis, Tufts, Emerson, Northeastern, Berklee College of Music, Boston Conservatory, Wellesley, Wentworth, & MIT. There are also religious seminaries for all faiths. | | |
| What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ? | Boston has it all! We have major league teams in all 4 major sports. There is symphony, museums, and theaters. Centrally located in New England, the area offers beaches, mountains, and great outdoor recreational options. "There is no bad weather, only bad clothing." Great restaurants. Diverse, warm and welcoming Jewish community. | | |

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 | \$70,000-90,000 |
| 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 | * | Moving Allowance | X | Books & Periodicals | | Sabbatical | |
| Major Medical Insurance | * | Professional Dues | X | Congregational Membership | X | Cell Phone | |
| Dental Insurance | | ARJE Conference | X | Religious School Tuition | X | Laptop Computer | X |
| Long Term Disability Insurance | X | URJ Biennial | TBD | Early Childhood Tuition | X (partial) | Israel Trips | |
| | | Regional URJ Gathering | TBD | | | | |
| Other (please specify) | * Temple Beth David currently has an HSA plan with an annual stipend contribution to use toward medical expenses and insurance coverage. | | | | | | |

Social Security is required by Federal Law

| | |
|---|---------|
| Is this position being listed with any other professional placement service ? | Not now |
| 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 | Rabbi Karen Citrin , Alana Sharenow Vice President Member Connections, Lisa Altman Vice President Education, members of education committee and search committee |
| Signature |  |

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

| | | | |
|---|-----------------------------------|----------|-----------|
| NAME | Caron Murstein and Phoebe Peabody | POSITION | Co-Chairs |
| STREET ADDRESS | 7 Clapboardtree St. | | |
| CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE | Westwood, MA 02090 | | |
| TELEPHONE NUMBER | (781) 769-5270 | FAX | --- |
| E-MAIL | | | |
| Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address): | | | |
| education@templebethdavid.net | | | |
| laltmn@comcast.net (only if needed, please use above) | | | |

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

(See included)



Temple Beth David

SHORASHIM

Growing Jewish Roots Together

Our Educational Mission:

Temple Beth David's Religious School builds a foundation for Jewish learning and living, connects students to Jewish heritage, history, culture and tradition, and inspires students to add their perspective to the Jewish story, becoming active participants in Jewish community to make a difference in our world.

Our Goals:

Rabbis, educators, teachers, parents and community members are partners in supporting and guiding students:

- To ask questions and express a sense of wonder
- To engage in creative hands-on learning experiences
- To participate and be included regardless of background and ability
- To explore *Torah* and Jewish texts while interpreting Jewish tradition in meaningful and relevant ways
- To celebrate the joyful cycle of *Shabbat* and *chagim* (Jewish holidays) in the synagogue and home
- To gain understanding of the Hebrew language, experience *tefilah* (prayer), and develop a mindfulness of spirituality and God
- To integrate Jewish values and *mitzvot* (sacred actions) into their lives
- To pursue *tzedakah* (justice) and *tikkun olam* (care for our world)
- To see themselves as part of *Am Yisrael* and *Eretz Yisrael* (the people and land of Israel)
- To build relationships with other students and their families
- To learn with the generations of our community – *L'dor vador*
- To reflect on and appreciate their growing Jewish identity
- To continue learning into their adult years and connect with Jewish community



Our Vision:

The Temple Beth David Family aspires to be an inclusive, caring Jewish community that guides people of all ages on a path of spiritual growth, empowers us to engage with Jewish tradition, and inspires us to bring meaning to our lives as we continue to shape our synagogue today.

Our Mission is to:

- 1) Welcome and affirm all who wish to be part of a warm, diverse Jewish home, and be the spark that ignites lasting and meaningful connections.
- 2) Nurture a love of Torah and instill a vibrant culture of learning for all ages and stages of life to help people grow in Jewish understanding and practice.
- 3) Come together in moments of holiness through Shabbat and holiday celebrations, uplifting prayer, and lifecycle ceremonies that give voice to the full range of human emotion and experience.
- 4) Fulfill the Jewish vision of social justice by working together to bring goodness and healing to our community, the greater Boston area, our nation and our world.
- 5) Create strong partnerships among congregants, lay leaders, clergy and staff so that we can shape an innovative congregation committed to a relevant expression of Judaism for all generations.

Core Pillars:

- Engage in the Study of Torah
- Unite in Prayer and Seek Relationship with God
- Pursue Tikkun Olam - Repair of the World
- Strengthen Jewish Community and Support for Israel
- Enhance Jewish Family Life