



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)

CONGREGATION/INSTITUTION	Congregation Sherith Israel	DATE OF APPLICATION	1/4/2022
STREET ADDRESS	2266 California Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	San Francisco, CA, 94115		
TELEPHONE NUMBER	(415) 346-1720	FAX	N/A
E-MAIL	<a href="mailto:edsearch@sherithisrael.org">edsearch@sherithisrael.org</a>	WEBSITE	<a href="http://www.sherithisrael.org">www.sherithisrael.org</a>
URJ DISTRICT	Central West	DATE POSITION IS AVAILABLE	7/1/22
POSITION TITLE	Director of Congregational Learning (DoCE)	FULL or PART-TIME	Full Time

☐ **Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel  
When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, all of whom would be supervised by the DoLJL or DoLL

☐ **Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)

When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.

☐ **Religious School Director (RSD)**—Primary responsibility is direction of the religious school

☐ **Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director

☐ **School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

## **PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION**

We are looking for an educator who has tremendous vision, creativity, and command of current best practices in Jewish education to work with our senior rabbi, cantor, and lay leadership to continue the ongoing re-envisioning of religious education at Sherith Israel. The Director of Congregational Learning (DoCE), would report to the Senior Rabbi, would be the public face of the congregation's work to engage families and their children, and would have primary responsibility for successfully implementing the vision in our Religious School and program of lifelong learning. The DoCE is expected to be a spokesperson for the Religious School and other educational programming, actively building community for, and with, enrolled and prospective families. This is an exciting opportunity for leadership within Sherith Israel as well as leadership and visibility in the wider community.

Sherith Israel has a young and creative clergy team, a dynamic Executive Director, and an active Board. During the pandemic we have focused on being a supportive community for all our members and on using technology to maintain a full array of programming and services. We intend to continue doing some truly transformative things with our synagogue, and we want the Religious School (named Studio@SherithIsrael) to be ground zero for that effort.

Under the direction of the Senior Rabbi, the DoCE will continue to build upon the vision for Studio@SherithIsrael, creating a program that prepares our students to become engaged Jewish adults, strengthens community, and utilizes the rich resources of the San Francisco Bay Area. The DoCE will have ultimate responsibility for the Religious School, which means: curriculum vision, generation, and implementation; outreach and publicity; staff management; working with our Treasurer to budget each year; building relationships and communicating with Religious School families; and generally making sure things run smoothly. In addition, the DE would work with the Cantor on T'filah services during Religious School and would share with the existing clergy the responsibility for preparing students to become b. mitzvah [our non-gendered nomenclature]. We have a part-time support position that is dedicated to the Religious School; the person in that support role will assist with the administrative aspects of running the Religious School under the direction of the DoCE.

The DoCE would also develop programming for the early childhood cohort and, in conjunction with the existing clergy team, adult education.

In coordination with other members of the congregation, its clergy and professional staff, the DoCE will represent the congregation and religious school at events, conferences, and other fora for the purpose of enhancing our public visibility and attracting new congregants and students.

If also a rabbi, the DoCE would be called on to conduct life cycle events, lead Shabbat services (approximately once a month), and otherwise support the Senior Rabbi and Cantor as a fellow clergy member.

## 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	490	37	59	10
FIVE YEARS AGO	494	60	85	5
FUTURE DEMOGRAPHIC PROJECTIONS ARE Hard to say; many families with children moved away during COVID				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
6	3	6	8	1	5	0	8	2	6	5	4	1	4
OTHER (specify):													

DAY CARE	N/A	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	Sherith Littles (periodic lay leader-organized programs for families w/ kids 5 & under)
OTHER (specify):					

HEBREW BEGINS IN GRADE	PK (oral), 2–3 for decoding	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10 or 11 (ceremony every 2 years)
ADULT PROGRAMMING	Torah study, Hebrew (2 levels), Intro to Judaism, periodic additional multi-session classes (e.g., Pirkei Avot study group & intro to Jewish Mysticism) or holiday-related one-session classes (e.g., Passover cooking workshop)			JEWISH PARENTING PROGRAMMING	None currently
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Our kids mostly attend Tawonga, Rama, B’chol Lashon & Habonim D’ror			

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
PK–6: Sundays @ 9:30 a.m.–12:30 p.m.	Grades 2–5: Tuesdays @ 4:15–6:15 p.m. on Zoom	90-minute meetings scheduled to align w/ students’ schedules; no cohort in 2021–2022, but 2020–2021 cohort met every other Sunday @ 2–3:30 p.m.	Grades 7–12: every other Friday @ 5:30–8:30 p.m. (includes dinner & services)
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS’ DAY OUT
N/A	N/A	Annual 6 <sup>th</sup> grade family b. mitzvah Shabbaton, periodic family days in religious school (e.g. service days with family participation)	N/A
CAMP (CONGREGATION ONLY)			
N/A			
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	Jessica Zimmerman Graf	Full	6
EXECUTIVE DIRECTOR	Gordon Gladstone	Full	4
ASSOCIATE RABBI	n/a	n/a	n/a
ASSISTANT RABBI	n/a	n/a	n/a
CANTOR	Tobias Glaser	Full	2
RABBI EDUCATOR	Abigail Phelps	Full	4
ASSISTANT EDUCATOR	n/a	n/a	n/a
OFFICE MANAGER	Corey Christopher	Full	4
PROGRAM DIRECTOR	Peter Bonos	Full	4

<b>YOUTH MANGER</b>	Natalie Weizman	Full	7
<b>MEMBERSHIP MANAGER</b>	Talia Banarie	Full	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.**

The senior staff (clergy, the Executive Director, and the DoCE) are reviewed every other year in a 360-review conducted by the Committee on Trustees. All trustees and committee chairs are sent a questionnaire about their interactions with the person. Each senior staff member being reviewed is sent a self-evaluation questionnaire. The chair of the committee on trustees individually interviews all of the staff, including the senior staff, about their interactions and experiences with the senior staff. The President of the congregation and the chair of the committee review all of the information and the President prepares a written summary for each individual. The President and another trustee conduct an oral interview with each senior staff member; the Senior Rabbi joins the oral interview for all clergy and the DoCE. The reviews are designed to be developmental in focus. Staff that report to the ED have ongoing performance reviews as part of their weekly supervision process.

<b>SECRETARIES/ADMINISTRATIVE ASSISTANTS</b>		<b>FULL or PART-TIME</b>	<b>YEARS SERVED</b>
<b>TO EDUCATOR(S)</b>	N/A		
<b>TO RABBI(S)</b>	N/A		
<b>TO CANTOR(S)</b>	N/A		
<b>TO ADMINSTRATOR</b>	Natalie Weizman	50% of her position is admin support	

<b>NUMBER OF TEACHERS</b>		<b>SPECIALISTS</b>	
<b>COORDINATORS / DEPARTMENT HEADS</b>	N/A	<b>ART</b>	K/1 teacher is also an art specialist
<b>Grades PK–6</b>	5	<b>COMPUTER</b>	N/A
<b>Grades 7 &amp; 8</b>	1	<b>DANCE</b>	N/A
<b>Grades 9–12</b>	2	<b>DRAMA</b>	N/A
		<b>HEBREW</b>	3
		<b>LEARNING CENTER</b>	N/A
<b>ARE THERE ANY FULL-TIME TEACHERS?</b>	No	<b>LIBRARIAN</b>	N/A
<b>CUSTODIAL STAFF (specify full or part-time)</b>			2

**Note:** in 2021–2022, Rabbi Educator Abby Phelps taught 6<sup>th</sup>, 9<sup>th</sup>/10<sup>th</sup> (combined class) & Hebrew and Youth Program Manager Natalie Weizman taught 2<sup>nd</sup>/3<sup>rd</sup>, 11<sup>th</sup>/12<sup>th</sup> & Hebrew. Additional support during religious school, including substitute teaching when needed, provided by an hourly CSI staff member.

#### **IV. FACILITIES**

<b>SANCTUARY</b>	Y	<b>NUMBER OF CLASSROOMS</b>	8
<b>CHAPEL</b>	Y	<b>ART ROOM</b>	Y
<b>LIBRARY</b>	Y	<b>MUSIC ROOM</b>	N
<b>SOCIAL HALL / AUDITORIUM</b>	Y	<b>YOUTH LOUNGE</b>	Y
<b>SANCTUARY / SOCIAL HALL COMBINATION</b>		<b>TEACHER RESOURCE CENTER</b>	N
		<b>EDUCATOR'S OFFICE</b>	Y
		<b>COMPUTER ROOM</b>	N
		<b>STUDENT LEARNING CENTER</b>	N

OTHER (SPECIFY)	
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IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL?	No
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AGE of BUILDINGS:	SANCTUARY	120	SCHOOL	74	OFFICE AREA
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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.
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## V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1851	and became a member of the URJ (UAHC) in	1903
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?	No	If yes, in what year?	

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

1. Continue to increase membership
2. Reenvision the religious school as a key, critical mechanism for increasing membership
3. Continue to be a vibrant spiritual community that serves the needs of a diverse congregation

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

We have a young and dynamic clergy team leading a passionate, active, and energetic congregation.

An open approach to uniting Jewish traditions and the needs of the contemporary world in the service of social justice and tikkun olam are central to our identity.

What are the strengths of your educational program?

Studio@Sherith Israel approaches Jewish education as serious fun. It is focused on the end goal of partnering with parents to raise young people who are excited to continue living Jewish lives and have the tools to do so. Innovation in curriculum and instruction are valued and ongoing, and a key strength is the wonderful city of San Francisco itself as a classroom for our use.

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

1. A dynamic and innovative educator who will continue the excellent trajectory of change initiated by their predecessor
2. A vocal and enthusiastic advocate and ambassador for Studio and for Congregation Sherith Israel
3. An experienced administrator who can oversee the operations of a professional organization

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

1. School vision and curriculum
2. Community-building, marketing, and increasing enrollment generally
3. Management of the religious school

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

We are a forward-looking, diverse community that is passionate about community and social justice. We are a historic congregation with its eyes fixed firmly on the future and eager to innovate.

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

1. Increasing membership
2. Understanding the challenges of the world in which we live and finding creative ways to engage with and address those challenges that are spiritually rewarding for our congregation
3. Continued progress toward financial stability

## 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?	6/30/2022

## VII. COMMUNITY ATTRACTIONS

General population of location	800,000 (SF only) Bay Area 8,000,000	Total Jewish population	61,000 (SF only) Bay Area 350,000
JEWISH INSTITUTIONS IN AREA	See <a href="https://www.jweekly.com/jewishresourceguide/">https://www.jweekly.com/jewishresourceguide/</a>		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Yes (k-12)		
Other			
Majority of members' children attend public school, private school, or Jewish day school?	Private and public. Some in Jewish Day schools, most not.		
Colleges, universities and music conservatories in the area include	UC (Berkeley, San Francisco), Cal State (San Francisco, East Bay), CIIS, USF, SF Conservatory, etc.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Too many to list here. San Francisco is a well-known hub of arts and culture.		

## 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>	\$85,000 -\$110,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	While we do not typically have contracts for non-clergy employees, we are open to considering it. Any initial contract would be for at least two years.

<b>STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY</b>							
Medical-Hospitalization	Y	Moving Allowance	Y	Books & Periodicals	Y	Sabbatical	N
Major Medical Insurance	Y	Professional Dues	Y	Congregational Membership	Y	Cell Phone	N
Dental Insurance	Y	ARJE Conference	Y	Religious School Tuition	Y	Laptop Computer	Y
Long Term Disability Insurance	Y	URJ Biennial	Y	Early Childhood Tuition	n/a	Israel Trips	Y
		Regional URJ Gathering	Y				
Other (please specify)	RPB participation for pension and LTD.						

### 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	As "Rabbi Educator" with CCAR and as "Director of Education" with JewishJobs.

<b>In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will</b>	
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>	Erik Migdail, Secretary of the Board of Trustees, Co-Chair of the Search Committee
<b>Signature</b>	Erik Migdail

## CHAIRPERSONS OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Erik Migdail; Judie Wexler	<b>POSITION</b>	Trustees
<b>STREET ADDRESS</b>	2266 California Street		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	San Francisco, CA 94115		
<b>TELEPHONE NUMBER</b>	(415) 254-4213 [Erik Migdail]; (415) 235-9995 [Judie Wexler]	<b>FAX</b>	N/A
<b>E-MAIL</b>	<a href="mailto:emigdailssfhs@yahoo.com">emigdailssfhs@yahoo.com</a> ; <a href="mailto:judiewexler@gmail.com">judiewexler@gmail.com</a>		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
<b>Erik Migdail; Judie Wexler</b>		<a href="mailto:edsearch@sherithisrael.org">edsearch@sherithisrael.org</a>	
<b>Lindsay Braunig</b>		<a href="mailto:president@sherithisrael.org">president@sherithisrael.org</a>	

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

Congregation Sherith Israel is to be a vibrant Reform Jewish community committed to:

- Meaningful worship and spiritual growth for all ages in our historic sanctuary
- Individual and communal acts of tzedakah, gemeilut chassadim and tikkun olam
- Communal support and pastoral guidance for individuals throughout the circle of life and for individuals and families in all their diversity
- An environment that fosters the richness of Judaism's religious traditions and cultural heritage