



# 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	Mount Sinai Congregation	DATE OF APPLICATION	12/24/2021
STREET ADDRESS	D/B/A Temple Mount Sinai	4408 N Stanton Street	
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	El Paso TX 79902		
TELEPHONE NUMBER	915-532-5959	FAX	915-533-0092
E-MAIL	sparke@templemountsinai.com		WEBSITE www.templemountsinai.com
URJ DISTRICT		DATE POSITION IS AVAILABLE	now
POSITION TITLE	Religious School Director	FULL or PART-TIME	Part-time (See Full Time Option Below)

- ☐ **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

## JOB DESCRIPTION:

Temple Mount Sinai  
Religious School Director

The Floyd S. Fierman Religious School at Temple Mount Sinai is excited to welcome a part-time (28 hours per week) energetic, creative, thoughtful, and passionate member to its incredible team of staff and lay leaders. The Religious School Director is responsible for crafting and organizing an engaging, innovative, and inspiring Religious School program for grades Pre-K through 8<sup>th</sup>. They will administer the weekly program, oversee, and empower teachers and high school teaching assistants (madrichim), and work collaboratively with the Executive Director, Rabbi, parent volunteers and lay leaders to ensure that Temple Mount Sinai is engaging with and cultivating the future of Judaism in El Paso.

### Core Responsibilities:

#### Leader

The Religious School Director will work with the Rabbi (for matters pertaining to Religious Education), with the Executive Director (for matters pertaining to protocols, financials, and Human Resources), and with lay leadership to lead our Religious School program into the future.

#### Educator

*The Religious School Director is responsible for the design and execution of the Religious School program.*

This includes supervising Religious School and Hebrew teachers; evaluating, maintaining and facilitating the Institute of Southern Jewish Life curriculum for each grade level; evaluating and providing feedback on weekly lesson plans; assisting teachers in creating an attractive, safe and educationally stimulating classroom atmosphere; organizing teacher and madrichim orientations, trainings, and meetings; providing twice yearly feedback to teachers; maintaining Religious School library of materials and technology; organizing a creative and engaging Gesher program for students ages 0-3 and their families; and broadly ensuring that the Religious school program at Temple Mount Sinai is the high-quality engaging program our families deserve.

#### Communicator

*The Religious School Director is responsible for ensuring a close connection with Religious School families.*

This includes communication with families about the school program; connecting with teachers and parents about upcoming programs, activities and items of interest organized by Temple Mount Sinai; ensuring regular interaction between the school, the teachers, and families, especially with those who are absent; and generally, to ensure that there is a sense of connection between Temple Mount Sinai and Religious School families.

#### Partner

*The Religious School Director is a vital part of the Temple Mount Sinai team.*

They work collaboratively: with the Membership Director to recruit and engage new member families; with the Music Director to bring music knowledge and further engagement to the religious school; with the Executive Director to ensure all attendees of religious school have registered for Gesher/Religious School/Confirmation/MSTY; and with the Rabbi to reflect on how we might continually inspire families to connect to their Judaism.

#### Administrator

*The Religious School Director administers the program and ensures its success.*

They do so by: creating, sending, and collecting annual registration materials; maintaining individual files for students within the Temple's database (currently using Chaverware) including registration, attendance, and fees; ensuring operation within budget; developing the annual budget for the Religious School and the Hebrew program; creating and distributing annual school program calendar to families, potential families and broader community; purchase and inventory curriculum/workbooks, teacher resource materials, supplementary materials, equipment, and supplies; inventory and schedule the use of audio-visual, photographic equipment, and other supplies by teachers; recruit, hire, dismiss (if necessary) and supervise teachers and teaching assistants; compute monthly payroll and distribute paychecks; record, deposit and report *tzedakah* collections from classes ensuring distribution to students' designated agencies; maintain a physical environment that is stimulating, comfortable, cheerful and efficient including oversight of maintenance and repair of classrooms and equipment; and organizing purchasing and volunteers for snacks and lunches on Sundays.

### Engager

*The Religious School Director is responsible for aspects of congregational life meant to engage families with Religious School-age children.*

This includes: Working with Rabbi, Men's Club/WRJ, parents and teachers to plan special Religious School celebrations, and events for the school year; organizing and coordinating parent volunteers and communicating with families and the community about Religious School events like Mitzvah Day, family education days, holiday programs, etc.; coordinate annual visit from URJ Camp representative and coordinate camp scholarship initiatives to educate families about resources available for camp each year (including participation in the campership committee); organizing High Holy Day Childcare and special activities for children erev Rosh Hashanah, Rosh Hashanah morning, Erev Yom Kippur, and Yom Kippur morning; organizing and communicating monthly B'nai Shabbat events for families with students 7 years old and younger; maintaining the B'nai Mitzvah schedule and communicating with families about B'nai Mitzvah scheduling and policies during 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade years; encouraging parental involvement and volunteer participation (including with groups like WRJ, Men's Club, Social Action Committee, etc); submitting monthly articles/pictures for the Temple bulletin and occasional submission to other local Jewish publications; coordinating event details, including refreshments, meals and supplies, and providing regular reports for board meeting to the Education Vice President of the Board of Trustees.

### **Additional aspects:**

The Religious School Director also:

- Serves as administrator of Teen/High School education programs, B'nai Mitzvah classes, Consecration and Confirmation.
- Is creative and looks for ways to deepen engagement of the entire family (not just the student)
- Is innovative, constantly seeking new and exciting ways to deepen our students' and families' love and appreciation for our rich history and tradition
- Is a model and ambassador of Temple Mount Sinai's unique and special community

### **Minimum Qualifications:**

- Passionate about Jewish education
- Excited to adapt to our special community and culture and to model our program's mission
- Demonstrated commitment to continued education
- Exceptional communication skills, both written and verbal
- Excellent computer skills
- Ability to work collaboratively with fellow staff and volunteers
- Organized, takes initiative, and able to manage multiple priorities at once
- Ability to work a flexible schedule which occasionally includes nights and weekends

### **Additional favorable qualifications:**

- Bachelor's degree or similar in Judaic studies, Education, etc.
- Master's degree or similar certificate in Jewish education or administration
- Hebrew literacy
- Religious School and/or Hebrew School teaching experience
- Experience as a Religious School Director
- Knowledgeable about computer programs: Microsoft Office, Zoom, Chaverware, etc.
- Familiarity with Reform Judaism

### **\*FULL-TIME OPTION** - Those candidates that also have musical ability and acts as a Music Director

- Engage our Congregation in the understanding and enjoyment of Jewish music
- Has a pleasant and out-going personality that would interact well with a volunteer lay choir, pianist and other professional musicians
- Coordinates and plans the musical aspects of Shabbat, Festival and Holy Day Services
- The music director also serves as lead soloist for worship services on Shabbat, Festivals and High Holy Day Services

## 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	283	185	39	7
FIVE YEARS AGO	308	193	74	7
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

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

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	9
ADULT PROGRAMMING			JEWISH PARENTING PROGRAMMING		
CAMPS (URJ REGIONAL AND CONGREGATIONAL)			Newman and Greene		

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
10am-12noon	12:15pm-1:15pm	12:15pm-1:15pm	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP(CONGREGATION ONLY)			
OTHER (specify) Religious School classes meet on Sundays, August through May of each year			

## 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	Ben Zeidman	Full time	6
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Iran Brown	Part time	4
ASSISTANT EDUCATOR			
ADMINISTRATOR	Sally Parke	Full time	17
PROGRAM DIRECTOR	Noelle Meyer	Full time	2
YOUTH WORKER	Stacy Berry	Part time	13
EARLY CHILDHOOD EDUCATOR			

**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.**

**Performance Reviews**

All regular employees at Temple Mount Sinai have a formal performance review on an annual basis. Additionally, throughout the year, you may participate in periodic performance reviews together with your supervisor. These reviews will provide you and your supervisor a collaborative opportunity to review your performance. During the performance review meeting, you will have the opportunity to discuss your views regarding your job, your progress and potential for development, your goals, as well as the work environment. Your supervisor will provide you with feedback about your performance during this performance review. Any employment decisions made in connection with such reviews will be based on your effectiveness as a member of the Temple Mount Sinai staff, and job-related factors as they relate to the duties of your job. A performance review is not necessarily accompanied by a change in salary.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	One shared		
TO RABBI(S)	One shared		
TO CANTOR(S)			
TO ADMINSTRATOR	One shared	Full time	3 months

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

**IV. FACILITIES**

SANCTUARY	1	NUMBER OF CLASSROOMS	10 shared
CHAPEL	1	ART ROOM	1 shared
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	2	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION	1	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes. Separate agency runs preschool and this area is shared	

AGE of BUILDINGS:	SANCTUARY	59 yrs	SCHOOL	59	OFFICE AREA	59
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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.

n/a

## V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1898	and became a member of the URJ (UAHC) in	1950's??
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.	Be responsive and relevant to our membership
2.	Embrace Torah, Avodah, Tikkun Olam, lifelong learning, ethical living, and a search for Holiness
3.	Strengthen our connection with the Jewish people, our community, and Israel

What are the congregation's/institution's strengths? Wonderful, passionate, compassionate people who care deeply about the continuity of the local Jewish community and particularly the future of Temple Mount Sinai. We are a congregation that values our diversity and our culture.

In addition to our full time membership, Temple Mount Sinai enjoys the support of 75 other households who are full time members at other synagogues, either locally or out of town.

What are the strengths of your educational program? Temple Mount Sinai has a dedicated community of leaders, volunteers and members of all ages who care deeply about the success of engaging students Jewishly.

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

- 1) A goal-oriented person who is able to bring an engagement idea to fruition in ways which nurture, excite and educate our students and families
- 2) A detail-oriented person who demands excellence in their job performance
- 3) A passionate advocate for Jewish education who is able to meld their style to the culture of our community.

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

- 1) Re-engaging our students and families in a post-Covid world – Helping them to feel excited about what is possible for learning at Temple Mount Sinai
- 2) Supporting our teachers: Getting to know them, connecting them to resources to help them to succeed.
- 3) Leading us in reflecting on the strengths and growth-potentials with our current model while examining the potential for new models of Jewish education for Temple Mount Sinai.

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

El Paso's Jewish community still consists of a number of people who grew up at Temple Mount Sinai. When we say that "we are committed to the education of our youth because they are our future," we mean it quite literally.

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

1.	Changing demographics and the need to engage the next generation
2.	A changing world and the need to adapt to the ways that Covid-19 has changed how we participate in community
3.	An aging building, potentially being addressed through a capital campaign, for which professional planning is ongoing

## VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement?	no
On what date will the current educator relinquish his/her position?	Upon hiring a new Director

## VII. COMMUNITY ATTRACTIONS

<b>General population of location</b>	<b>700,000</b>	<b>Total Jewish population</b>	
<b>JEWISH INSTITUTIONS IN AREA</b>	<b>Jewish Community Foundation, El Paso Holocaust Museum</b>		
<b>JCC</b>			
<b>Federation</b>	<b>Jewish Federation of Greater El Paso</b>		
<b>Jewish Family Service</b>			
<b>Central Jewish Education Agency</b>			
<b>Jewish Day School (which grades) ?</b>	<b>Grades 1-3</b>		
<b>Other</b>	Some institutional and cultural highlight of the city include: Mission Trail, Guadalupe Mountains National Park, El Paso Museum of Art, Ysleta Del Sur Pueblo-Tigua Cultural Center, El Paso Zoo, Fort Bliss Museum, Centennial Museum, Magoffin Homestead Historical Site, Chamizal National Memorial, San Elizario-Main Street Gallery, Wilderness Park Museum, El Paso Symphony Orchestra, El Paso Opera, El Paso Pro Musica (chamber music), the Plaza Theater, the Plaza Film Festival, National Border Patrol Museum, Western Playland Amusement Park, Hueco Tanks, Franklin Mountain State Park, Botanical Gardens at Keystone Heritage Park, U.S. Army Defense Artillery & Fort Bliss Museum, El Paso Museum of Archaeology, El Paso Museum of History, the Children's Museum and Science Center, the Hispanic Cultural Center, Thousand Steps Trail, the historic Concordia Cemetery, El Paso Exploreum, El Paso Municipal Rose Garden, Railroad & Transportation Museum, El Paso Playhouse, Sun Bowl, El Paso Downtown Artist & Farmer's Market, Aldrette-Candelaria House, Wet N' Wild Water Park, and the International Museum of Art.		
<b>Majority of members' children attend public school, private school, or Jewish day school ?</b>	Public School		
<b>Colleges, universities and music conservatories in the area include</b>	University of Texas at El Paso; Texas Tech University Health Sciences Center; Paul D. Foster Medical School; New Mexico State University in Las Cruces, NM; Texas Tech School of Architecture; El Paso Community College; UTEP School of Nursing; Texas Tech Gayle Hunt School of Nursing; Southwest University at El Paso; International Business College; Kaplan College; Western Technical College; CET-El Paso; Franklin College; University of Phoenix, Park College on Ft. Bliss; and Monterrey Tech and the Autonomous University of Ciudad Juarez in Cd. Juarez		
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b>	El Paso Symphony, El Paso Opera, El Paso Pro Musica (chamber music), Broadway Series, Hueco Tanks (rock climbing and petroglyphs), Franklin Mountain State Park, El Paso Holocaust Museum & Study Center; Jewish War Veterans; Hadassah; Mikvah Chaya Muska; Women of Reform Judaism (Temple Sisterhood); Temple Men Club; Anusim Center, El Paso Museum of Art; El Paso Childrens Museum; El Paso History Museum.		



## 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>	\$60,000 - \$65,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	(Salary and benefits negotiable based on experience)
<b>Length of original contract (two years recommended)</b>	Two to three years

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

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service?	
If "YES" please indicate which one and the title by which it is being listed	

<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>	Sally Parke, Executive Director, Temple Mount Sinai
<b>Signature</b>	

## CO-CHAIRPERSONS OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Debbie Hamlyn and Keith Myers		<b>POSITION</b>	Co-Chairs Search Committee
<b>STREET ADDRESS</b>	4408 N Stanton St			
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	El Paso, TX 79902			
<b>TELEPHONE NUMBER</b>	915-494-2390 and 915-799-7545		<b>FAX</b>	915-533-0092
<b>E-MAIL</b>	hamlyn.deborah23@gmail.com and myers@mgmsg.com			
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>				
hamlyn.deborah23@gmail.com and myers@mgmsg.com			Debbie Hamlyn & Keith Myers	
bzeidman@templemountsinai.com			Rabbi Ben Zeidman	

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

Temple Mount Sinai is the Reform Jewish congregation serving El Paso, Texas. We are a congregation of supportive, caring and diverse people with a rich history. Temple is a place for prayer, ritual, spirituality, education, wholeness and healing, social action and celebration. Join us as we explore, through these elements of sacred living, the richness of Jewish faith and tradition.

*Temple Mount Sinai, a diverse Reform congregation, is committed to honoring our heritage and laying a foundation for a vibrant Jewish future. We continually aspire to:*

- *be responsive and relevant to our membership;*
- *embrace Torah, Avodah, Tikkun Olam, lifelong learning, ethical living, and a search for Holiness; and*
- *strengthen our connection with the Jewish people, our community, and Israel.*