



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 Shaaray Tefila	DATE OF APPLICATION	1/18/2021
STREET ADDRESS	250 E 79 th Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	New York, NY 10075		
TELEPHONE NUMBER	(212) 535-8008	FAX	
E-MAIL	rabbislitwin@tstnyc.org	WEBSITE	www.shaaraytefilanyc.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2022
POSITION TITLE	Assistant Director of Life Long Learning	FULL or PART-TIME	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

ASSISTANT DIRECTOR of Lifelong Learning

Temple Shaaray Tefila is at an exciting time in the life of our congregation as we embark on new plans to increase membership and grow our footprint. Temple Shaaray Tefila is a 600+ member unit Reform synagogue on the Upper East Side of New York City under the leadership of Senior Rabbi Joel Mosbacher and a talented team of professionals. We are a community driven by meaning, connection, and purpose, rooted in Reform Jewish values, and animated by our commitment to each other and the world.

Position: Assistant Director of Lifelong Learning (full-time)
Reports to: Rabbi Sharon Litwin, Director of Lifelong Learning
Start Date: Ideally June 1, 2022
Requirements: Masters Degree in Jewish Education or Relevant Advanced Degree
Experience: 0-3 years post Masters Degree
Salary Range: \$75,000-\$80,000 commensurate with experience
Benefits: 3 Weeks Paid vacation, Sick leave, Medical Insurance, Paid Holidays, FSA, ARJE Dues, Professional Development/Conference Budget, RPB Contribution

Send Resume, Cover Letter and References to Rabbi Sharon Litwin rabbislitwin@tstnyc.org

Position Summary:

The Assistant Director of Lifelong Learning (AD) is a full time position that will report to the Director of Lifelong Learning and will primarily work in the area of adult programming and support the running of our Pre K - 12th Grade programs. Our Assistant Director will act as a thought partner to our Director of Lifelong Learning and our clergy team in planning, developing, and implementing educational, social, spiritual, community service, and volunteer experiences for adults and children. The AD will also support the operation of our Pre K - 12th Grade programs in a variety of ways including being present for Pre K-6 Sunday/Tuesday, and 7th-12th Grade Monday night classes. The AD will coordinate the electives program for the 8-12th graders in conjunction with our clergy team.

The AD will collaborate with the full TST staff to ensure that all of our adult programs and experiences are designed to effectively engage current and prospective congregants in meaningful ways to deepen their connection to our congregation, Jewish life, and with one another.

The person who fills this position must be passionate about creating and implementing a wide variety of high-quality, innovative experiences for children and adults.

The AD must be a strategic thinker who can design and deliver programming that will broaden the participants' involvement with and commitment to the synagogue. At the same time, this person must be detail-oriented and skilled at scheduling, managing logistics and evaluating programs and the overall participant experience.

Primary Responsibilities Include:

- The Assistant Director will set annual goals for adult education programs to strengthen our members' Jewish identity, achieve our organizational strategic objectives around deepening and increasing synagogue membership and engagement, and fostering stronger relationships with the people we serve.
- The Assistant Director will direct day to day operations of adult classes and programs
- The Assistant Director will coordinate with Affinity Groups/Small Groups (Sisterhood, Social Club, Seniors, Men's Group, Nursery School Families, RS Families, Book Club, IEC, Sanctuary Stitchers)
- The Adult Programs Director will generate new ideas for interactive experiences inside and outside of the building; explore opportunities for creative holiday celebrations, trips, speakers, volunteerism, social justice and partnering with other organizations

- Under the direction of the Director, the Assistant Director will work with teachers to ensure that the flow of the curriculum of the Religious School is consistent across classes in a grade and that students are progressing through the material at a similar pace.
- The Assistant Director will support Religious School teachers in infusing creative methods to achieve the school's educational goals.
- The Assistant Director will coordinate the 8-12th Grade educational electives in partnership with the clergy team and part time teen engagement coordinator.
- The Assistant Director will manage our partnership with Yachdav, a program that connects our students to Israeli students. This includes scheduling video calls, sending communications and submitting materials.
- The Assistant Director will substitute teach when needed.
- The Assistant Director will facilitate some RS staff meetings and training as needed.
- The Assistant Director will participate in periodic Shabbat, High Holiday, Holiday, and Special Event programming.
- The AD will work with lay leaders to create and implement a vision for lifelong engagement at Shaaray Tefila.

The job and responsibilities of the AD may change and fluctuate depending on the changing needs of the congregation and the vision of the Director of Lifelong Learning and Clergy team.

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	650	120	230	25
FIVE YEARS AGO	900	230	500	40
FUTURE DEMOGRAPHIC PROJECTIONS ARE About the same as now				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
10	10	10	12	15	22	15	33	28	16	14	18	22	13
OTHER (specify):													

DAY CARE	NO	PARENTS' DAY OUT	NO	EARLY CHILDHOOD	YES
OTHER (specify):					

HEBREW BEGINS IN GRADE	Pre K	AND CONTINUES THROUGH GRADE	12	CONFIRMATION BEGINS IN GRADE	NA
ADULT PROGRAMMING	Yes			JEWISH PARENTING PROGRAMMING	Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Eisner, Crane Lake, 6 Points Sci-Tech			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9:00-11:30	Mid Week on Zoom 30 minutes	Mondays 6-7:30	NA
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Daily 9-2	NA	Daily	
CAMP(CONGREGATION ONLY)			
In conjunction with Nursery School			
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	Joel Mosbacher	Full	6
ASSOCIATE RABBI	Sarah Reines	Full	3
ASSISTANT RABBI			
CANTOR	Todd Kipnis	Full	14
EDUCATOR	Sharon Litwin	Full	3
ASSISTANT EDUCATOR			
EXECUTIVE DIRECTOR	Amy Schwach	Full	7
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR	Bonni Blanco	Full	20+
Assistant Early Childhood	Sue Yulis	Full	20+

Does the professional staff undergo a regular performance review process ?

Yes

How often ? Annually

Please include a description of this process, especially as it applies to the educator.

The Assistant Director Review would be conducted by the Director of Lifelong Learning in consult with the Senior Rabbi and Executive Director.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Full	1
TO RABBI(S)	1	Full	3
TO CANTOR(S)	Shared with Rabbis		
TO ADMINSTRATOR	1	Full	1

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

IV. FACILITIES

SANCTUARY	x	NUMBER OF CLASSROOMS	12
CHAPEL	x	ART ROOM	1
LIBRARY	x	MUSIC ROOM	0
SOCIAL HALL / AUDITORIUM	x	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	x	TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	2
		COMPUTER ROOM	0
		STUDENT LEARNING CENTER	0
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? Yes			

AGE of BUILDINGS:	SANCTUARY	50+	SCHOOL	50+	OFFICE AREA	50+
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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.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1845	and became a member of the URJ (UAHC) in	1900
The Shabbat prayer book used is	Mishkan Tefila		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?	Yes	If yes, in what year ?	10 years ago

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

We strive to create moments of meaning, connection and purpose for our congregants. We aim to help our congregants feel seen and known when they are in the building and out in the community. We are a social justice oriented congregation and we seek to make the world a better place in both small and big ways.

What are the congregation's/institution's strengths? Strong Social Justice identity. Excellent Nursery and Religious Schools. Thoughtful and committed staff and lay leadership.

What are the strengths of your educational program? Kids love coming. Strong Hebrew program. Longevity of teachers. Project Based curriculum. Excellent teen retention.

What three qualities in your Assistant Director of Lifelong Learning are most important to the congregation/institution?

Creative thought partner in curriculum support, engaging personality to work with adults and support teachers, willingness to try new things.

The three most important priorities of the congregation/institution's Assistant Director of Lifelong Learning should be:

Creative thinker around adult programming and education, big picture thinker in seeing Jewish education as a lifelong pursuit from early childhood to senior adulthood, eager to develop meaningful relationships with adult learners, Religious School teachers, and lay leaders.

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

We are mission driven and really proud of our mission. <https://shaaraytefilanyc.org/religiouschool>

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

Membership Retention, Building Structural and Space Issues, Post Pandemic re-energizing

VI. INCUMBENT EDUCATOR This is an assistant position to work with the current director.

Has the current educator been informed that the congregation / institution is in placement ?
On what date will the current educator relinquish his/her position ?

VII. COMMUNITY ATTRACTIONS

General population of location	3,000,000 in Manhattan	Total Jewish population	500K Jews in Manhattan
JEWISH INSTITUTIONS IN AREA	Many Synagogues, JCCs, 92 nd St Y,		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Many		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public Schools		

Colleges, universities and music conservatories in the area include	Columbia, NYU, Baruch, CCNY, Hunter, Parsons, FIT, John Jay, Julliard, Fordham, SUNY
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Everything. This is Manhattan

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	75,000-80,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10%
Length of original contract (two years recommended)	Letter of Employment (No one has contracts here except clergy)

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

Social Security is required by Federal Law

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

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 Sharon Litwin
Signature	<i>Rabbi Sharon Litwin</i>

CHAIRPERSON OF THE Assistant Director of Lifelong Learning SEARCH COMMITTEE

NAME	Rabbi Sharon Litwin	POSITION	Director of Lifelong Learning
STREET ADDRESS	250 E 79 th Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	New York, NY 10075		
TELEPHONE NUMBER	(201) 410-3044	FAX	
E-MAIL	rabbislitwin@tstnyc.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Amy Schwach, Executive Director		aschwach@tstnyc.org	

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

Synagogue Mission is Here:

<https://shaaraytefilanyc.org/ourvision>

Religious School Mission is Here:

<https://shaaraytefilanyc.org/religiousschool>