



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 Adat Shalom	DATE OF APPLICATION	March 10, 2002
STREET ADDRESS	15905 Pomerado Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Poway, California 92025		
TELEPHONE NUMBER	(858) 451-1200	FAX	
E-MAIL	Rabbic@adatshalom.com	WEBSITE	www.Adatshalom.com
URJ DISTRICT		DATE POSITION IS AVAILABLE	June, 2022 (open to overlap)
POSITION TITLE	Director of Congregational Learning	FULL or PART-TIME	Full

- ☐ **Director of Lifelong Jewish Learning (DoJL) 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 DoJL 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 DoJL 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 Adat Shalom is an energetic, intergenerational congregation that values and celebrates volunteerism and active engagement across the age spectrum. Temple Adat shalom offers a teen lounge, a unique teen travel program (grades 7-12), and active clergy involvement in our schools. We have been extremely proud of our K-12 education programs (Mosad Shalom) as well as our Early Childhood Education Center (Ganon Gil). Yet we recognize that the time has come to imagine and implement significant, creative, cutting-edge change to meet the evolving needs of students and families.

We recognize that COVID has placed substantial stressors upon both students and families. We recognize that as part of a national trend affecting Jewish and non-Jewish religious institutions, supplemental education and activities have seen a dramatic decline in attendance and family commitment. We recognize that especially in the immediate short term, providing for the emotional well-being and offering support structures for both students and families is a priority. We seek an individual who is tied into the emotional needs of the K-12 graders. We seek an individual who will be able to strategize and adapt as those needs change in response to the pandemic, changing societal pressures, and a post pandemic world. We seek an individual who is energetic, creative, willing to experiment, who can listen to the voices of school constituents, synthesize ideas, and build consensus around a vision that will take our educational program into the future. In “breaking” traditional modalities, daring to dream, taking a chance, the successful candidate will have ample support.

The Director of Congregational Learning is a valued and critical member of the professional staff of Temple Adat Shalom and a partner in furthering the Temple Adat Shalom mission. Aside from supervising and directing our Mosad Shalom program and Youth Outreach programs, the Director of Congregational Learning, in partnership with the clergy, the Mosad Shalom Parent Committee, and the Board of Trustees VP of Youth Education, sets the philosophical tone and spirit of the school, furthering the ideology and goals of the Temple as a whole. In consultation with the Senior Rabbi and responsible to the Board of Trustees, the Director of Congregational Learning ensures the effective high quality of education our school provides by:

1. Assuring relevance of material, approachability of presentation, and cohesiveness of student and family communities.
2. Coming to know and build community among our students and parents within the Temple structure.
3. Being proactive in response to the needs of our students and families.
4. Maintaining a family education program based through the school.
5. Establishing and maintaining a system of regular school-family communication.
6. Keeping abreast of and implementing cutting edge innovation, methodology and thought in Jewish supplemental education and adapting and/or innovating these trends to fit Mosad Shalom’s unique character – we have never been afraid to innovate!
7. Determining standards, tracking outcomes, and strategizing next steps.
8. Recruiting, supporting, and uniting a teaching staff to touch the minds and hearts of our students.
9. Supervising and directing Temple youth groups and their staff.
10. Administering the b’nei mitzvah study program.
11. Working with the Adult Education Committee to provide learning opportunities for our adult community.

AREAS OF RESPONSIBILITY

Specifically, the Director of Congregational Learning is responsible to:

A. PERSONNEL

1. Recruit, engage and oversee educational staff.
2. Regularly observe and evaluate staff, provide in-staff training, community building, and maintain other personnel records.
3. Coordinate and conduct regular Mosad Shalom staff meetings.
4. Develop regular teacher in-service programs, providing resources and support for staff, encourage innovation.
5. Provide coaching and performance feedback to ensure continual improvement in teaching effectiveness.
6. Facilitate regular teacher/parent communication.
7. Arrange for a standing list of substitutes. Arrange substitutes as necessary.

B. PROGRAM:

1. Develop and implement a short and long term schoolwide educational plan.
2. Per grade or unit, develop and implement goals, objectives, and evaluate outcomes. Provide for and adjust as necessary.
3. Work in conjunction with the VP of Youth Education and the Mosad Shalom Parent Committee to develop and implement family education components.
4. Oversee programs and accommodations for students with learning differences.
5. Plan and implement holiday school programs in conjunction with clergy.
6. Utilize local community resources for the school. Coordinate TAS's participation in community-wide educational endeavors.
7. Partner with the VP of Youth Education to ensure the needs of parents and students are met.

C. ADMINISTRATIVE:

1. Prepare teachers' meetings, parent orientation and open house.
2. Arrange for room use and set-up.
3. Oversee and/or process school registration; prepare student class assignments and class lists.
4. Maintain permanent and cumulative student and staff files, including attendance records.
5. Maintain and implement safety standards.
6. Select resources and supplies and order as appropriate.
7. Maintain written records of all interventions, as appropriate, as they occur for staff and students.
8. Regularly communicate with parents regarding student progress and educate parents about Temple programs, policies, and practices.
9. Write articles for Temple Shofar on a bi-monthly basis.
10. Prepare and distribute notification to the administrative office regarding school meetings, school calendar, and special events.
11. Meet with prospective TAS members about Mosad Shalom.
12. Review and revise family handbooks as necessary.
13. Revise and send enrollment forms prior to the start of each new school year.
14. Prepare enrollment projections.
15. Prepare annual school budgets per program.
16. Approve staff/supply spending within budget.

D. COMMUNITY INVOLVEMENT AND PROFESSIONAL DEVELOPMENT:

1. Join and participate in the local Educational Director's Council as possible.
2. Represent Temple Adat Shalom in the Jewish and Interfaith community as appropriate.

E. COMMITTEES AND AUXILIARIES:

1. Be an Ex-officio member of the Mosad Shalom School and Adult Education Committees and attend meetings.
2. Participate in bi-weekly Professional Staff meetings chaired by the Rabbi.
3. Meet with the Rabbi, minimally, bi-weekly on weeks without a professional staff meeting.
4. Attend Temple board meetings.

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	375	55	72	12
FIVE YEARS AGO	425	100	150	15-17
FUTURE DEMOGRAPHIC PROJECTIONS ARE. (2027)	425	125	175	17-25

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
75	7	3	5	8	4	10	9	12	4	0	6	1	2
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	75 (with waiting list)
----------	------------------	-----------------	------------------------

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Full throughout the year			JEWISH PARENTING PROGRAMMING	monthl y
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Camp Newman, Camp Mountain Chai (local)				

II. DAYS AND TIMES OF CLASSES

IN: BIRTH AND TIMES OF CLASSES			
RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday	Tuesday	Sunday	Sunday
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Daily Mon-Fri			
CAMP (CONGREGATION ONLY) Planning for Annual Retreat			
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	David Castiglione	Full	13
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Lori Wilinsky Frank	Full	40 (retiring June 2022)
EDUCATOR	Dennis Masur	Full	4 (retiring June 2022)
ASSISTANT EDUCATOR			
ADMINISTRATOR	Phil Feinberg	Full	6
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR	Marilyn Milne	Full	14

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.

Professional staff engage in a yearly performance review. The Senior Rabbi composes and presents a written review to the Director of Congregational Learning. After discussion together, the review is presented to the VP of Youth Programing. Because communication throughout the year is key, the review is almost always an affirmation of areas familiar to all.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Full	1
TO RABBI(S)	1	Full	6
TO CANTOR(S)			
TO ADMINSTRATOR	1	Full	6

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS		ART
PRIMARY	4	COMPUTER
INTERMEDIATE	3	DANCE
UPPER	2	DRAMA
BAR / BAT MITZVAH	1 + tutor	HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?		LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)		2 full

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	13
CHAPEL		ART ROOM	Yes
LIBRARY	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Can open to	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	Yes
		STUDENT LEARNING CENTER	Yes/ part of Library
OTHER (SPECIFY) Large enclosed, open-air courtyard. Holocaust Teaching Garden			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? Yes, Infant Toddler care is separate			

AGE of BUILDINGS:	SANCTUARY	13	SCHOOL	30	OFFICE AREA	30
-------------------	-----------	----	--------	----	-------------	----

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	1974	and became a member of the URJ (UAHC) in	1980
The Shabbat prayer book used is Mishkan T'filah			
The High Holy Day <i>machzor</i> used is Gates of Awe as well as self-published machzorim			
Has the Religious School received ARJE Accreditation?		If yes, in what year ?	Haven't applied in a long time

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

1. Celebrate and affirm Jewish values and education
2. Outreach and build our community as an inclusive spiritual home, welcoming individuals from diverse backgrounds.
3. Care for one another and our larger community, expanding our communal ability to effect social change and understanding.

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

Temple Adat Shalom is a vibrant community, across the age spectrum. We were founded on volunteerism and continue to value this ideal. We are fun-loving, actively engaged in social justice, down to earth, and innovative. We prize community time and educational opportunities. While grounded in Jewish tradition, we welcome spiritual exploration.

What are the strengths of your educational program?

Our program's strengths are positive parent involvement, camp style experiences, institutional support, active clergy interest and presence, strong, lasting student friendships. The Educator we engage will have these as their building blocks. This said, our congregation recognizes that our institutional model is outdated and needs to change. Our educator will have a clean slate and enthusiastic support to build a program geared to twenty-first century needs and modalities.

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

1. Charismatic
2. Bold
3. Innovative

We hope to engage an individual who is passionate about inspiring students of all ages. They will need to be degreed in Jewish studies, as well as highly versed in social media and our students' cultural milieu (including its inherent dangers.) We seek an individual who is appropriately responsive to each age level, who approaches Judaism as a way of life. We look to engage an individual who lives their compassion. We seek an individual who will strategize for the long term, willing to grow along with us.

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

1. Building and strengthening community among parents, students, and our larger congregation.
2. Innovative out of the box programming and philosophy.
3. Growing the school while bringing us back to 90% retention rate through 12th grade.

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

Like most congregations, and indeed our local public-school systems, our school has been significantly affected by the pandemic. This has afforded us the opportunity to truly evaluate our weaknesses, strengths, and dreams. To be straight forward, our program is outdated and in need of dramatic, energetic change. At the same time, we are committed to see the change to fruition.

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

1. Continuing to evaluate and support the needs of our membership.
2. Engaging programming that supports an ever-younger population, while continuing to serve our "seasoned" adults
3. Strengthening the allure of Temple as a place where kids and families want to be and want to bring their friends.

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, 2020

VII. COMMUNITY ATTRACTIONS

General population of location	Total Jewish population
JEWISH INSTITUTIONS IN AREA	Conservative Shul (with whom we share various programs) and Chabad
JCC	Yes, 20 minutes away
Federation	Yes, 25 minutes away
Jewish Family Service	Yes, 20 minutes away
Central Jewish Education Agency	No, but there is a consortium of local Jewish educators
Jewish Day School (which grades) ?	Yes, K-12

Other	A very broad coalition of faith congregations in the Poway area to draw upon and interact with.	
Majority of members' children attend public school, private school, or Jewish day school ?	Public	
Colleges, universities and music conservatories in the area include	UCSD, USD, Cal State San Marcos, various community colleges.	
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	San Diego boasts a full range of cultural resources, along with many nature-oriented opportunities: Kayaking, hiking, surfing, swimming (year-round), Balboa Park, San Diego Zoo, San Diego Safari Park, Opera, Ballet, Museums, Old Town, Outdoor Concerts, Live Theatres, Great Dining, Padres, to name but a few. And, yes, it's San Diego!	

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	Minimum salary base is \$70,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10-15%
Length of original contract (two years recommended)	Two Years

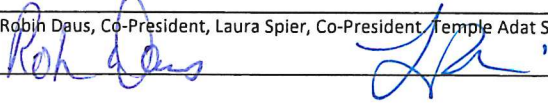
STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY					
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	Sabbatical
Major Medical Insurance	Yes	Professional Dues		Congregational Membership	Yes Cell Phone
Dental Insurance		ARJE Conference		Religious School Tuition	Yes Laptop Computer
Long Term Disability Insurance	Yes	URJ Biennial		Early Childhood Tuition	Yes Israel Trips
		Regional URJ Gathering			
Other (please specify)	We are open to negotiation regarding the above.				

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ? Not at this time

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	Robin Daus, Co-President, Laura Spier, Co-President Temple Adat Shalom
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Robin Daus, Laura Spier; David Castiglione	POSITION	Co-Presidents; Senior Rabbi
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	15905 Pomerado Road. Poway, CA. 92064		
TELEPHONE NUMBER	(858) 451-1200, (858) 776-7808	FAX	(858) 451-1200
E-MAIL	Rabbic@adatshalom.com ; president@adatshalom.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Rabbic@adatshalom.com			
president@adatshalom.com			

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