



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 Tikvah	DATE OF APPLICATION	5/2/2022
STREET ADDRESS	950 Preakness Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Wayne, NJ 07470		
TELEPHONE NUMBER	973-595-6565	FAX	
E-MAIL		WEBSITE	templebethtikvah.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2022
POSITION TITLE	Director of Education	FULL or PART-TIME	Part-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

JOB DESCRIPTION

Job Title:	Director of Education
Reports to:	Reports to the Rabbi; Works in collaboration with the President and Religious School Committee chair
Job Location:	Wayne, New Jersey
Start Date:	July 1, 2022
Job Type:	Part-time (20 hours/week)
Salary:	\$30,000 - \$36,000

Temple Beth Tikvah, a Reform Jewish congregation in Wayne, NJ, seeks a part-time Director of Education to lead our vibrant religious school with approximately 50 students beginning July 1, 2022. Grades K-7 meet every Thursday from 4-6pm. We plan to restart our post B'nai Mitzvah program during the coming year. Flexible weekday hours.

Key Responsibilities:

- Design, develop, and oversee execution of an effective religious school
 - Prepare / enhance modern Reform Jewish curriculum Grades K -12
 - Ensure effective preparation of bar/bat mitzvah students
 - Order books and supplies
 - Create and manage religious school budget
 - Manage parent communications and administration of school
- Create efficient religious school operations
 - Oversee execution of weekly on-site religious school program and supplemental activities
 - Create monthly plan & regularly communicate status to key constituents
 - Meet regularly with the Rabbi and faculty to coordinate school programming
- Plan, organize, attend and run religious school activities to enrich the religious school program – including holiday-related activities, guest lecturers, social action, and family education
- Promote the religious school and maximize participation at all grade levels
 - Write articles & post to social media
 - Meet with prospective new members
 - Connect with and gather feedback from families
 - Encourage students to continue after their bar/bat mitzvahs
- Hire, train and provide oversight of staff
 - Hire and coach teachers
 - Secure and oversee substitutes as needed
- Represent the religious school at key temple committees/meetings - including Board, Religious School, and Temple planning/calendar meetings

Other expectations:

- Establish set office hours per week
- Be responsive to calls, texts and emails
- Conduct fire drills and lockdown drills as required by policy
- Attend bar/bat mitzvah and other religious services/events involving religious school students

Skills & experience:

- Bachelors required; Masters preferred
- Judaic knowledge, through formal or informal education
- Curriculum development experience
- 3-5 years teaching or in the field of education
- 3-5 years of school administration or related training/education
- Strong communication, management, and executive function skills
- Ability to relate well to children and adults
- Adept with technology and the knowledge to incorporate technology in the learning environment
- A desire to innovate and the ability to implement change in an effective manner to achieve the goals of the congregation
- Knowledge of Hebrew
- Understanding of Reform Judaism

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	221	36	46	10
FIVE YEARS AGO	292			
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
		2	2	6	10	8	7	11					
OTHER (specify): Tot Shabbat and Thursday Funday programs have about 15 pre-K students													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING		JEWISH PARENTING PROGRAMMING			
CAMPS (URJ REGIONAL AND CONGREGATIONAL)					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Thursday, 4-6pm			
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Once a month, Thursday, 4-5pm		Shabbat - Friday and Saturday morning family services & education programs for each grade	
CAMP (CONGREGATION ONLY)			
OTHER (specify) Tot Shabbat for Pre-K - One Friday each month 6-7pm			

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	Rabbi Meeka Simerly Rabbi Brian Beal	Full-time Full-time	6 years (till June 30) Beginning July 1, 2022
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Cantor Emeritus Charles Romalis Cantor Intern Erica Rubin	Part-time Part-time	50+ years 2 years
EDUCATOR	Paula Rindner	Part-time	4 years
ASSISTANT EDUCATOR			
ADMINISTRATOR	Operations manager - Joyce Fein	Full-time	1 year
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			
BOOK KEEPER	Jennifer Melhad0	Part-time	4 years
EVENT PLANNER	Dawn Toussas	Part-time	5 years

**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.**

Goal setting at the start of the year.

Monthly status reports

Midyear and end-of-year reviews

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Full-time - supports Educator & Rabbi	10+ years
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR		

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY	6	COMPUTER	
INTERMEDIATE		DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH	2	HEBREW	x
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	Outsourced - on-site every day		

IV. FACILITIES

SANCTUARY		NUMBER OF CLASSROOMS	10 (8 for temple use / 2 leased to a private tenant)
CHAPEL		ART ROOM	
LIBRARY	x	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM		YOUTH LOUNGE	x
SANCTUARY / SOCIAL HALL COMBINATION	x	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	x
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	Kitchen, Rabbi and administrative offices,		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes		

AGE of BUILDINGS:	SANCTUARY	60 yrs	SCHOOL	60	OFFICE AREA	60
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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.

No

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1956	and became a member of the URJ (UAHC) in	1960s
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Developed by prior Rabbi & congregants		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

- Provide a meaningful, relevant, inclusive and engaging religious experience, including diverse programming and opportunities for Tikkun Olam - that attracts and retains members; is sustainable.
- Foster a flourishing and united Jewish community that is respected in our region.
- Educate and engage our children and young families and help them become the next generation of Jewish community members and leaders.

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

- Continuity and Longevity - First temple established in Wayne with a loyal core of multi-generational families and long-serving clergy. We have an established Jewish footprint in Wayne and are committed to maintaining it for generations to come.
- Rich Musical History - Robust and dynamic musical tradition highlighted by our Cantor Emeritus who served for over 50 years and remains an integral part of our community.
- Facilities & Team - Beautiful sanctuary, education and social facilities and expansive grounds that provide endless possibilities; A team of dedicated professionals including a cantor intern and operational and religious school staff that support our congregation.
- Financial Foundation - Multiple endowments to supplement capital improvements and education.
- Strong Jewish and Interfaith Network - Strong collaboration of all township clergy and elected officials.

What are the strengths of your educational program?

- Family education / participation in program
- Experienced, knowledgeable, collaborative teachers
- Holiday and tikkun olam programming supported by an active religious school committee
- Regular participation of very experienced and scholarly Rabbi and Cantor Intern-Teacher

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

- Jewish scholar and teacher - Deep knowledge of Judaism, ability to design and develop meaningful education programs, loves to learn and share knowledge with others, an effective teacher.
- Collaborative leader with strong interpersonal skills - Ability to lead and motivate people, works well with people of all ages and backgrounds, diplomatic, open-minded, approachable, respectful, kind, positive and supportive, inclusive. How we work together and support each other is key to all of our success. The sum is greater than the parts.
- Effective planner and communicator - Creates goals, plans and processes to ensure consistent, efficient operations. Develops and executes effective communication approaches to maximize participation and engagement.

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

- Develop a leading and respected educational approach that attracts and actively engages children and young families
- Create a meaningful educational and community experience that encourages children and young families to stay connected with the temple post B'nai Mitzvah
- Rebuild the post-B'nai Mitzvah Program

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

Temple Beth Tikvah began as a Reform congregation with a traditional slant, and we have evolved and modernized throughout our years. We have a rich history of music, multi-generational congregants, long-serving clergy and a focus on inclusion and equality. Education is one of our core values and the foundation of our tradition, and its teachings provide content and context for all that we do for us as individuals and as a congregation. Our congregation also actively pursues gemilut hasadim, acts of kindness and social justice, striving toward tikkun olam, repair of the world.

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

- Develop our 21st Century Model - with a focus on religion, education, community, that helps grow the Jewish population in Wayne and attracts, engages and retains members of all ages.
- Welcome and Integrate our New Rabbi and Educator into our congregation and community and support their long-term success.
- Motivate and educate our children and young families to embrace their Jewish identities.

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	54,000	Total Jewish population	
JEWISH INSTITUTIONS IN AREA			
JCC			
Federation	Paramus, NJ		
Jewish Family Service	Wayne		
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Gerard Berman Day School, Oakland, NJ		
Other	In addition to Temple Beth Tikvah, there is a conservative synagogue, Shomrei Torah, and a Chabad		
Majority of members' children attend public school, private school, or Jewish day school ?	Public school		
Colleges, universities and music conservatories in the area include	William Paterson University Montclair University Ramapo College of NJ Rutgers University		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Wayne is located 20 miles west of NYC where there are endless cultural opportunities. There are also many colleges, community theaters and museums located in or near Wayne, NJ that offer cultural opportunities.		

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	\$30-36,000
Percentage of pension (RPB) in addition to salary (15% recommended)	n/a
Length of original contract (two years recommended)	2 years


STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Moving Allowance	Books & Periodicals	Sabbatical
Major Medical Insurance	Professional Dues	Congregational Membership	Cell Phone
Dental Insurance	ARJE Conference	Religious School Tuition	Laptop Computer
Long Term Disability Insurance	URJ Biennial	Early Childhood Tuition	Israel Trips
	Regional URJ Gathering		
Other (please specify)	Paid vacation, paid holidays		

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	We will also post with AJR and HUC under the title student intern educator.

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	Hope Haiman, co-president
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Gail Okun	POSITION	Trustee and Religious school committee chair
STREET ADDRESS	c/o Temple Beth Tikvah, 950 Preakness Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Wayne, NJ 07470		
TELEPHONE NUMBER	201-264-3403	FAX	
E-MAIL	Gail-Okun@Outlook.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Gail-Okun@outlook.com; HopeHaiman@yahoo.com; RabbiBrianBeal@gmail.com			

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

Our Mission Statement

Temple Beth Tikvah, literally our House of Hope, is a Reform Jewish congregation which has, since its founding in 1956, conducted its worship, its study, and its celebrations in a religiously traditional way.

Constantly renewing itself based on Judaism's eternal values, Temple Beth Tikvah remains steadfast as a:

- House of Study (Torah): Education is the foundation of our tradition, and its teachings provide content and context for all that we do for us as individuals and as a congregation.
- House of Worship (Avoda): Worship at home and in our synagogue offers connection to G-d. Jewish ritual, a source of spiritual uplift for individuals and for the congregation as a whole, sanctifies life's joys and comforts us during life's sorrows.
- House of Gathering (Kehilah): Temple Beth Tikvah strives always to be a warm, welcoming, inclusive, and responsive community, a family of families, from generation to generation.

Our congregation also actively pursues gemilut hasadim, acts of kindness and social justice, striving toward tikkun olam, repair of the world.