



National Association of Temple Educators

AN AFFILIATE OF THE UNION FOR REFORM JUDAISM

אגודת המחנכים ליהדות רפורמית

633 Third Avenue ♦ New York, NY 10017-6778

EDUCATOR SEARCH APPLICATION

**RETURN ORIGINAL TO:
(Preferably by E-mail)**

Rabbi Stan Schickler, RJE
National Association of Temple Educators
633 Third Avenue
New York, NY 10017-6778
212-452-6510 sschickler@natenet.org

CONGREGATION/INSTITUTION	Congregation B'nai Israel	DATE OF APPLICATION	11/7/2014
STREET ADDRESS	3600 Riverside Boulevard		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Sacramento, CA 95818		
TELEPHONE NUMBER	(916) 446-4861	FAX	(916) 446-2875
E-MAIL	rabbialfi@bnais.com	WEBSITE	www.bnais.com
URJ DISTRICT	Pacific Central West	DATE POSITION IS AVAILABLE	July 1, 2015
POSITION TITLE	Director of Congregational Learning	FULL or PART-TIME	Full-time

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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

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	594	96	155	18
THREE YEARS AGO	599	83	126	20
FUTURE DEMOGRAPHIC PROJECTIONS ARE Growing young adult population				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
12	11	16	19	14	15	21	16	19	13	17	10	10	10
OTHER (specify):													

DAY CARE	N/A	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	Play at B'nai for kids and Parents twice/month
OTHER (specify):					

HEBREW BEGINS IN GRADE	4	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	ADULT EDUCATION, JEWISH PARENTING PROGRAMMING, INTERFAITH DISCUSSION GROUP, RABBI'S BOOK CLUB, DOWNTOWN LUNCH AND LEARN, SOCIAL ACTION, UCD LECTURE SERIES, SCHOLAR IN RESIDENCE, YOUNG ADULT GROUP, BROTHERHOOD, SISTERHOOD			JEWISH PARENTING PROGRAMMING	See Below
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Shelanu, Summer Day Camp					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30AM-12:30PM	Tuesday 4:00PM-6:00PM	Weekly 6:45-8:15PM	Monthly 6:45-8:15
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
None	None	We have family education as part of religious school, a parent/child Shabbat program once a month, and a 2x month parent child preschool class.	
CAMP(CONGREGATION ONLY) Well established day camp during the summer (Camp Shelanu) for 5 weeks in July and August			
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	Rabbi Mona Alfi	Full-Time	8
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Cantor Julie Steinberg	Full-Time	5
EDUCATOR	Rabbi Michal Loving	Full-Time	3
ASSISTANT EDUCATOR			
ADMINISTRATOR	Mandy Greene	Full-Time	11
PROGRAM DIRECTOR			
YOUTH WORKER	Denise Crevin	Part-Time	2
EARLY CHILDHOOD EDUCATOR			
CAMP DIRECTOR	Melo Taylor	Full-Time (Part Year)	2

--	--	--	--

Does the professional staff undergo a regular performance review process ? How often ?

Yes. Annually.

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

It begins with a self-evaluation, then a formal written evaluation by the Senior Rabbi which is reviewed by the Temple President and the Vice President of Administration.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Part-Time	2
TO RABBI(S)	1	Full-Time	12
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	18	COMPUTER	
INTERMEDIATE		DANCE	1
UPPER		DRAMA	
BAR / BAT MITZVAH	Senior Rabbi and Cantor	HEBREW	5
HIGH SCHOOL / POST B'NAI MITZVAH	4	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	2 Part-time Volunteers
Other	Contracted teachers for Israeli dancing, Menorah-making/kinesthetic activity, Cooking.		
CUSTODIAL STAFF (specify full or part-time)	1 Full-time, but not devoted to the Education program		

IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	16
CHAPEL	X	ART ROOM	Yes
LIBRARY	X	MUSIC ROOM	Chapel
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	X	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	In the Library
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	N/A		

AGE of BUILDINGS:	SANCTUARY	9 (Renovated in 2005)	SCHOOL	45	OFFICE AREA	14
-------------------	-----------	--------------------------	--------	----	-------------	----

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	1849	and became a member of the URJ (UAHC) in	1885
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Gates of Repentance		
Has the Religious School received NATE Accreditation ?	Yes	If yes, in what year ?	

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

- 1) Living Jewish values through tikkun olam, prayer and ritual, and lifelong learning
- 2) Continuing to build and sustain a strong sense of community
- 3) Creating a strong foundation for future generations at B'nai Israel both in terms of fiscal responsibility and maintaining a forward thinking approach with outreach/community building and education

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

Diversity and inclusiveness, strong lay and professional leadership, intellectual openness and curiosity, a history of valuing lifelong Jewish learning, and as it says on our website: we are a congregation that believes in keeping tradition while moving forward.

Our professional staff has all been at B'nai Israel for a long-time and is fully invested in the congregation and the community, and the selected candidate would join a very collaborative professional environment which is supplemented by a very involved and supportive lay leadership.

What are the strengths of your educational program? We have a strong educational program from cradle to grave, and we are looking for our DCL to continue and build on our strengths, such as a strong religious school program, adult education program, intergenerational retreat, camp Shelanu as a high priority.

An example of the strength of our educational programs is that 75% of our post-b'nai mitzvah and pre-college youth are involved in at least one of our educational programs. Are youth are involved because we have programs that are meaningful to them, and give them a strong sense of community, and we are looking for a candidate who wants to continue that success.

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

- 1) Intellectual depth and nuance with deep Jewish knowledge and insights for a congregation that thrives on learning, and has many members who are very knowledgeable in Jewish practices, and want to grow more.
- 2) Works well with both professional and lay leadership teams, knowing when to take the lead and when to encourage others.
- 3) Connects with and relates well with people of all ages, backgrounds, and family situations and wants to be part of our congregational community.

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

Working with the congregation to maintain our strong, comprehensive and integrated vision for lifelong learning by:

- 1) Supporting an engaging youth religious education program (from birth through high school) that kids love coming to.
- 2) Working with lay leaders and other professionals to facilitate and implement all areas of the education program and to encourage volunteer participation, and
- 3) Providing opportunities for congregants to sustain interest in their Jewish identity and religious studies.

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

Lifelong learning is a cornerstone value of our congregation.

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

- 1) Continuing to grow our membership in order to both grow as an institution and support our financial base
- 2) Continuing and expanding the education initiatives of the last three years.
- 3) Take some of our new educational programming, like our intergenerational retreat and make them annual or bi-annual events and build and grow the programs.

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, 2015

VII. COMMUNITY ATTRACTIONS

General population of location	480,000 (City); 2.5 Million (Metro)	Total Jewish population	20,000 to 30,000 (Estimate)
JEWISH INSTITUTIONS IN AREA	11		
JCC	N/A		
Federation	Yes		
Jewish Family Service	Yes		

Central Jewish Education Agency	No, but there is a council for community Educators, SAJE (Sacramento Area Jewish Educators)
Jewish Day School (which grades) ?	Shalom School (Infant to sixth Grade)
Other	Sacramento JCRC, Albert Einstein Residence Center, Jewish Community Foundation of the West
Majority of members' children attend public school, private school, or Jewish day school?	Public School
Colleges, universities and music conservatories in the area include	UC Davis, Sacramento State University, McGeorge School of Law (affiliated with the University of the Pacific) plus numerous Jr. Colleges and small private universities and graduate schools.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	<p>Symphony, Ballet, numerous theatre companies, multiple museums, youth theatre, professional Basketball, Baseball, & Soccer, College Sports, Various State Museums; tremendous outdoor opportunities on and along two rivers, Lake Tahoe, and nearby mountains.</p> <p>Sacramento has the lowest cost of living of any major city in California, and we truly have a very warm, welcoming congregation. We are also the largest congregation in the metropolitan region which provides a strong opportunity to be a part of the community.</p> <p>We also have great weather, year-round farmer's markets, and very mild winters (average high temperatures in the 50's and above).</p>

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "the salary range is \$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 NATE's placement listings. It is also highly recommended that you not list remuneration as a "package."**

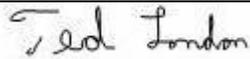
PROPOSED SALARY or SALARY RANGE	\$60,000 to \$70,000 plus benefits
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
Length of original contract (two years recommended)	2 Years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	X	Moving Allowance	X	Books & Periodicals	X	Sabbatical	
Major Medical Insurance	X	Professional Dues		Congregational Membership	X	Cell Phone	X
Dental Insurance		NATE Conference		Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition		Israel Trips	
		Regional URJ Gathering					
Other (please specify)	We provide a professional expense allowance. The DCL can determine how the fund is used.						

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	Various Universities

In making this request to the NATE 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 NATE 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 NATE 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	Ted London, VP of Education
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Ted London	POSITION	VP of Education
STREET ADDRESS	5519 Brampton Way		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Sacramento, CA 95835		
TELEPHONE NUMBER	916-284-7277	FAX	
E-MAIL	Ted.london@cgi.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Rabbi Mona Alfi: rabbialfi@bnais.com			
Ted London: ted.london@cgi.com			

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

Congregation B'nai Israel Mission Statement

Congregational B'nai Israel has a long tradition firmly embedded in the principles and practices of Reform Judaism. Our Mission has various facets:

- Though Jews can express themselves spiritually in any place; many choose the synagogue as a House of Prayer. Congregation B'nai Israel will provide a spiritual and intellectual Jewish home for its membership, one enriched by programs and services dedicated to enhance our relationships with God.
- The Congregation is dedicated to Jewish people hood. We strive to ensure a sense of community in our Temple, to invite young and old, singles and families alike, to participate in Jewish life. We will reach out to interfaith families to show that they too have a home in our Congregation.
- The Congregation is a House of Study. We will educate and inculcate our youth and adults in the joy, practice and strength of Judaism.
- Judaism is a model for the world, and our Congregation is a window to the world. It will serve as a foundation for tikkun olam (perfection of the world) through education, social activism and social services
- To perpetuate our Temple as an institution of Jewish life, we must establish a firm financial foundation. Funds must be available to provide for a full staff, to ensure an outstanding program, to maintain the physical plant, and to contribute to those in need. Our members must be willing to contribute their fair share to this endeavor. No one will be denied membership due to financial hardship.
- As a religious community, Congregation B'nai Israel is only one small part of a greater Jewish world. We recognize our roots in, and kinship to, the broader Jewish communities in this country, Israel and throughout the world. We will strive to enrich this relationship with the People Israel, here and abroad.

DESCRIPTION OF POSITION ROLES AND RESPONSIBILITIES

Director of Congregational Learning Congregation B'nai Israel, Sacramento CA

The Director of Congregational Learning (DCL) is a member of the temple's senior staff team, and oversees all aspects of our temple's educational programming. The Director supervises and manages all personnel involved with the temple's education program.

The DCL will carry out the policies of the Senior Rabbi and the Board of Trustees and provide leadership and assistance to assure that all educational programs are successful. The DCL works in consultation with the Senior Rabbi, and reports to the Senior Rabbi.

I. Director of Religious School Programming (grades pre-K–8)

- 1) Create the yearly religious school calendar and provide coordination between the educational calendar and the overall Temple calendar.
- 2) In consultation with the Senior Rabbi, analyze, develop and evaluate Religious School and Hebrew School curricula.
- 3) Supervise classroom management matters in coordination with teachers and with the family of the child involved.
- 4) Foster organized, clear communication with parents about calendar, curriculum, philosophy, and parent education including but not limited to the development of Parents Manual/Handbook, Temple bulletins, community's Jewish newspaper page announcements, home projects, and family programming activities.
- 5) Communicate with parents concerning the school program and the individual situations of their children.
- 6) Participate in ongoing professional development through annual conferences, meetings, or continuing education, as congregational budget can support.
- 7) Act as a public face of the CBI educational programs to the congregation and community, warmly welcoming and integrating new children and families.
- 8) Supports the needs of the diverse congregation in terms of background, prior Jewish education, and learning abilities.

II. School Administration

- 1) Create the yearly religious school calendar in coordination with the Temple calendar.
- 2) Initiate and implement yearly registration process and billing in conjunction with the Temple Bookkeeper for a) Religious School, b) Hebrew School, c) Kesher, and d) B'nai Mitzvah tutoring.
- 3) Administer Payroll with the Temple Bookkeeper.
- 4) Develop education program budget in conjunction with the appropriate lay leaders and the relevant senior staff members.
- 5) Promote the collection of, education about, and disbursement of religious school Tzedakah funds and other special Tzedakah-related projects.
- 6) Oversee the Temple's Kesher program for post B'nai Mitzvah students (8th -12th grade).
- 7) Order all educational materials pertinent to the Education program.

III. Religious School Staff Supervision

- 1) Hire, and when necessary, dismiss all classroom faculty, specialists, other educational staff
- 2) Observe and supervise teachers and specialists.
- 3) Conduct periodic review of lesson plans.
- 4) Translate the mission and policies of the Education Program and Temple to the faculty for implementation in the classroom.
- 5) Produce a weekly faculty bulletin including details of schedule, upcoming events, and relevant professional development material.
- 6) Develop and implement faculty orientation and in-service programs, including annual community-wide faculty in-service program.
- 7) Develop and maintain a Teachers' Resource Center
- 8) Communicate with faculty regarding any special circumstances of their students, such as home/family issues, educational concerns, etc.

- 9) Supervise the Madrichim program

- 10) Coordinate the B'nai Mitzvah tutoring program, with the Cantor, including the hiring and evaluation of Temple tutors, private tutors recommended, and maintain regular follow up and reporting on each child*s progress (including those arranged on a private basis). Schedule extra tutoring sessions with those students not progressing sufficiently.

IV. Related Youth Learning Responsibilities

- 1) With the Senior Rabbi, coordinate Friday night monthly family services with family Shabbat dinners preceding services, and with grade-level presentations during services, and related educational activity during Friday night "Second Shabbes" services.
- 2) Create and implement family programming during Religious School Hours.
- 3) Create, develop and oversee related grade-level Chug elective programming for applicable grade levels.
- 4) Maintain a strong Early Childhood Education program, including twice monthly "Play at B'nai" program for the youngest children and their parents, and monthly Mini-Minyan program for Pre-K children.
- 5) Coordinate and implement High Holy Day Program / Workshops for Children. With the appropriate lay leadership, oversee all informal youth learning activities, including hiring and supervising the Advisor for the senior youth group (BISY).

V. Adult Education

- 1) Serve as staff liaison to Adult Education committee and work closely with its chair in planning, scheduling, coordination and implementation of Adult Education offerings, and consult with Senior Rabbi on content and teachers for proposed classes.
- 2) Provide leadership for growth and development of Adult Education program.
- 3) In conjunction with the Adult Education committee chair, oversee the hiring, supervision and evaluation of teachers and presenters in Adult Education offerings
- 4) In consultation with the Senior Rabbi, oversee all communication, publicity and marketing of Adult Education program.
- 5) Act as a resource to identify potential classes, and find appropriate teachers for the classes desired by the Congregation.

VI. Teaching Responsibilities

- 1) Meet with each B'nai Mitzvah family at start of B'nai mitzvah study, and for final appointments in conjunction with the rabbis.
- 2) Teach several courses each year, in the adult learning program.
- 3) Teach family education as part of the K'tonton program, and Mini-Minyan.

VII. General Program Responsibilities

- 1) Work in conjunction with Senior staff and other Program Staff in assessing and evaluating current Temple programs and working to modify existing programs to better respond to growth, member services, and mission of the congregation.
- 2) Fosters strong relationships and works closely with lay leaders and volunteers in support of education and congregation-wide efforts. The Director of Education should make good use of our lay leaders and volunteers, while at the same time valuing and acknowledging their work so that they want to keep coming back, fostering the spirit of Hineni.
- 3) Work within the vision of the congregation in cooperation with the Senior Rabbi to create new programs.
- 4) Explore and develop any grant possibilities along with Senior staff members and lay leaders that would provide the resources for new or existing programming, including direct grant-writing.
- 5) Coordinate other programs that respond to the goal of lifelong learning, such as early childhood programming, children's services, etc., and as well, provide educational assistance for programs offered to senior adults, thereby enabling the Temple to offer education from the earliest to latest stages of one*s Jewish life.
- 6) Supervise other program areas and perform other duties as assigned by the Senior Rabbi.

VIII. Staff, Committees and Board

- 1) Serve as a member of the Senior staff, under the supervision of the Senior Rabbi, working in a team approach with Senior Rabbi, Cantor, and Administrator and with other Temple staff in coordinating programs, activities, schedules, building use, etc.
- 2) Participate in weekly staff meetings.
- 3) Serve as staff liaison to and coordinate the work of several committees of the congregation as designated by the Senior Rabbi, which at present include the following: Religious School, Early Childhood Education, Adult Education, Library, and Youth Activities (Keshet).
- 4) Serve with other senior staff as ex-officio members of the Board of Trustees, including attendance at monthly Board, and Executive Committee, meetings.
- 5) Share information with senior staff about students, families, and others that would be important for them to know.
- 6) Promote the Temple in all respects for purposes of public relations, publicity in the local Jewish community newspaper, temple bulletin, and membership, including individual meetings with prospective members.