



**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)

<b>CONGREGATION/INSTITUTION</b> Congregation Beth Am	<b>DATE OF APPLICATION</b> 10/30/15
<b>STREET ADDRESS</b> 26790 Arastradero Road	
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b> Los Altos Hills, CA 94022	
<b>TELEPHONE NUMBER</b> 650-493-4661	<b>FAX</b> 650-494-8248
<b>E-MAIL</b> <a href="mailto:search@betham.org">search@betham.org</a>	<b>WEBSITE</b> <a href="http://www.betham.org">www.betham.org</a>
<b>URJ DISTRICT</b> West	<b>DATE POSITION IS AVAILABLE</b> July 1, 2016
<b>POSITION TITLE</b> Director of Family Learning	<b>FULL or PART-TIME</b> 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

## **POSITION DESCRIPTION - Director of Family Learning**

Congregation Beth Am, a dynamic center of Reform Jewish life on the San Francisco Peninsula, seeks a talented individual who is passionate about engaging families in Jewish learning, comfortable with leading change, and skilled at building community. The successful candidate is creative and energetic, able to teach Jewish texts and ideas in a compelling way, and he/she easily forms warm connections with learners of all ages.

In partnership with staff and lay leaders, the Director of Family Learning (DFL) works to re-design and re-invigorate family education at Beth Am. This will involve creating new programs and platforms for drawing parents into their children's education and cultivating their own learning. The DFL will also work with Beth Am's existing youth education programs, focusing on building community among families with school-age children. The DFL is a full member of the Beth Am program team, collaborating on all aspects of synagogue life.

Founded in 1955, Congregation Beth Am has grown to 1670 member households, with approximately 530 students in grades pre-K through 12<sup>th</sup> grade.

As a community of highly-educated professionals and academics, and as a participant in HUC-JIR's Re-Imagine project, our congregation values rich educational experiences that help participants to:

1. Develop deep and lasting relationships with one another and with their teachers;
2. Directly connect Jewish learning with Jewish living;
3. Engage in a Jewish journey of continued growth and progress; and
4. Participate in Jewish learning as an inter-generational community.

### **Responsibilities of the position include:**

#### **PRIMARY:**

1. Work with our Family Learning Task Force to re-design family education at Beth Am, continuing the visioning work begun in 2013, and implement a new program based on this effort.
2. Oversee Beth Am's Connections family education program (currently quite small): create the calendar; hire and supervise mentors (teachers) and provide curricular and lesson-plan support as needed, while new program is being developed.
3. Develop family learning and community-building opportunities for participants in Sunday Program (pre-K through 5<sup>th</sup> grade), Hebrew Program (3<sup>rd</sup>-7<sup>th</sup> grade), and Camp Beth Am (5<sup>th</sup>-8<sup>th</sup> grade).

#### **ADDITIONAL:**

4. Provide leadership and guidance to all those on the program team as we work towards greater involvement of families in Jewish learning.
5. Teach a variety of parent learning sessions (in rotation with Beth Am clergy)
6. In collaboration with staff and lay leaders, plan and lead an annual family retreat.
7. Work with other staff to design family learning and mitzvah opportunities at the High Holy Days.
8. In collaboration with Beth Am clergy, work to increase youth and family participation in worship.
8. Serve as liaison with Hagigah program directors and provide support as needed.

### **Qualifications and Position Specifications**

M.A. in Jewish Education (or equivalent education). At least 3-5 years of work experience in a Jewish educational setting, with demonstrated leadership and creativity. Rabbi Educators are welcome to apply.

Our desired candidate will be highly motivated, energetic and productive, able to communicate a love of Jewish learning and connect effectively with parents and students. He or she should be able to work harmoniously as part of a large professional team and should enjoy the process of collaborating with a talented group of colleagues.

## 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	1670	378	528	60-70
FIVE YEARS AGO	1400	303	514	60-70

FUTURE DEMOGRAPHIC PROJECTIONS ARE Growing steadily, many young adults and young families joining

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
21	31	39	45	50	69	68	55	53	35	11	20	9	9

OTHER (specify):

DAY CARE	n/a	PARENTS' DAY OUT	n/a	EARLY CHILDHOOD	n/a
OTHER (specify): JCC preschool operates satellite program on our campus					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Very vibrant Torah study, Talmud class, Hebrew learning, topical programs and series			JEWISH PARENTING PROGRAMMING	some
CAMPS (URJ REGIONAL AND CONGREGATIONAL) URJ Camp Newman, Santa Rosa					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday program; Hagigah theater program on Wednesdays	Wed/Thurs/Sun plus customized schedules	Tuesday evening	Sunday
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
n/a	n/a	Customized scheduling	n/a
CAMP(CONGREGATION ONLY)			
Middle school Judaica track is a Camp-style program with 8 days of camp in summer, and 8 Sundays during the year			
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 Janet R. Marder	Full	17
ASSOCIATE RABBI	Rabbi Sarah W. Weissman	Full	8
ASSOCIATE RABBI	Rabbi Jonathan Prosnit	Full	4
ASSISTANT RABBI	Rabbi Heath Watenmaker	Full	1
CANTOR	Cantor Jaime Shpall	Full	<1
Rabbi EDUCATOR	Rabbi Jennifer Clayman	Full	8
EDUCATOR	Michael Mason	Full	6
ASSISTANT EDUCATOR	Rebecca DeHovitz	Full	2
ADMINISTRATOR	Rachel Tasch	Full	3
PROGRAM DIRECTOR	n/a		
YOUTH WORKER – Director of Teen Engagement	Becky DePalma	Full	2
EARLY CHILDHOOD EDUCATOR	n/a		

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.

Each professional and administrative/custodial team member receives regular feedback on his/her performance. This comes both through regular supervisory meetings (approximately bi-weekly) with his/her supervisor, and in a written annual performance review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Two, half-time	5
TO RABBI(S)	full-time	11
TO CANTOR(S)	half-time	3
TO ADMINSTRATOR	full-time	7

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	2
PRIMARY	20	COMPUTER	Na
INTERMEDIATE	10	DANCE	1
UPPER	3	DRAMA	2
BAR / BAT MITZVAH	4	HEBREW	12
HIGH SCHOOL / POST B'NAI MITZVAH	4	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	Part time
CUSTODIAL STAFF (specify full or part-time)		4 full time	

#### IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	20
CHAPEL	X	ART ROOM	X
LIBRARY	X	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	X
SANCTUARY / SOCIAL HALL COMBINATION	X	TEACHER RESOURCE CENTER	X
		EDUCATOR'S OFFICE	X
		COMPUTER ROOM	X
STUDENT LEARNING CENTER			
OTHER (SPECIFY)	Second Multi-purpose Worship / Meeting / Classroom space for up to 175 people, called the "Beit Kehillah."		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?    yes			

AGE of BUILDINGS:	SANCTUARY	40	SCHOOL	40	OFFICE AREA	40
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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	1955	and became a member of the URJ (UAHC) in	1955
The Shabbat prayer book used is	Custom siddur plus 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?

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

1. Strong and positive professional-lay partnership
2. Extraordinary professional team that works in highly collaborative fashion
3. Talented, diverse and highly engaged membership
4. Dynamic, participatory and musically rich worship
5. Strong culture of adult learning and comprehensive program
6. Commitment to innovative programming and a wide range of offerings
7. Strong financial base
8. Beautiful facilities with ample and varied programming spaces

What are the strengths of your educational program?

1. A wide variety of youth education offerings for every age
2. Dynamic camp-style Judaica program (Camp Beth Am) for grades 5-8
3. Effective theater-based Judaica program (Hagigah) for grades 2-5
4. Strong and thriving Sunday Program for grades pre-K – 5.
5. Conversational Hebrew and Hebrew Through Movement programs for youth
6. Full-time Director of Teen Engagement

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

1. Creativity, energy and passion for Jewish learning
2. Communication skills, especially the ability to motivate others and form strong connections with teachers, youth and parents
3. Ability to lead and manage effectively

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

1. Re-design and re-invigorate family education at Beth Am
2. Build community among participants in Sunday Program, Hebrew Program and Camp Beth Am
3. Provide leadership and guidance to all those on the program team as we work towards greater involvement of families in Jewish learning.

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

In every aspect of congregational life, we aspire to excellence and commit resources to achieving it.

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

1. Expanding our vibrant worship life and strong culture of learning to involve more families
2. Building deeper engagement and a stronger sense of community among teens, young adults and families
3. Strengthening our long-term financial base to ensure continued innovation and retention of excellent staff

## **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, 2016

## VII. COMMUNITY ATTRACTIONS

General population of location	7 million	Total Jewish population	Approx. 400,000
<b>JEWISH INSTITUTIONS IN AREA</b>			
JCC	Oshman Family Jewish Community Center, Palo Alto (4 others also in area)		
Federation	Jewish Community Federation & Endowment Fund of San Francisco, the Peninsula, Marin and Sonoma Counties		
Jewish Family Service	Jewish Family and Children's Services		
Central Jewish Education Agency	Jewish Learning Works (formerly Bureau of Jewish Education)		
Jewish Day School (which grades) ?	Gideon Hausner Jewish Day School (K-8); Kehillah Community High School		
Other	Bay Area Jewish Healing Center, Shalom Bayit, Interfaith Family, Urban Adamah, Wilderness Torah, Stanford Hillel, Hillel of Silicon Valley, etc.		
Majority of members' children attend public school, private school, or Jewish day school ?	There are many options and our members use all of them. Public schools are excellent, and there are many secular private and Jewish day schools in the area.		
Colleges, universities and music conservatories in the area include	COLLEGES AND UNIVERSITIES IN AREA: STANFORD UNIVERSITY, SANTA CLARA UNIVERSITY, SAN JOSE STATE UNIVERSITY, UNIVERSITY OF CALIFORNIA/BERKELEY, UNIVERSITY OF CALIFORNIA/SANTA CRUZ, SAN FRANCISCO STATE UNIVERSITY, MULTIPLE COMMUNITY COLLEGES.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Many opportunities to experience theater, concerts, opera, film, ethnic restaurants, continuing education, hiking, biking, and sports		

## 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 the ARJE's placement listings. It is also highly recommended that you not list remuneration as a "package."

PROPOSED SALARY or SALARY RANGE	\$90,000-110,000 DOE
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	100%	Moving Allowance	Yes	Books & Periodicals	\$500	Sabbatical	
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	Yes
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	50% discount	Israel Trips	Yes
		Regional URJ Gathering	Yes				

Other (please specify)

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ? no

If "YES" please indicate which one and the title by which it is being listed n/a

### 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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

Name of person completing this form and position in congregation / institution

Rabbi Janet R. Marder, Senior Rabbi

Signature

*Rabbi Janet Marder*

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Benjamin Lloyd	<b>POSITION</b>	Search Committee Chair, and Immediate Past President
<b>STREET ADDRESS</b>	26790 Arastradero Road		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Los Altos Hills, CA 94022		
<b>TELEPHONE NUMBER</b>	650-493-4661	<b>FAX</b>	650-494-8248
<b>E-MAIL</b>	search@betham.org		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
search@betham.org, ben@kaufmann-lloyd.com			

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

<http://www.betham.org/about/mission-values>

### Mission of Congregation Beth Am

We strive to live as a [holy community](#) whose study and practice of Judaism inspires and challenges us to "[do justice, to love kindness](#) and to [walk humbly with our God](#)" (Micah 6:8).