



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	Kahal Kadosh Beth Elohim (KKBE)	DATE OF APPLICATION	11/11/15
STREET ADDRESS	90 Hasell St.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Charleston, SC 29401		
TELEPHONE NUMBER	843-723-1090	FAX	843-723-0537
E-MAIL	rabbiterkel@kkbe.org	WEBSITE	www.kkbe.org
URJ DISTRICT	South District	DATE POSITION IS AVAILABLE	June 1, 2015
POSITION TITLE	Religious School Director	FULL or PART-TIME	Part

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

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	515	100	120	10
FIVE YEARS AGO	475	95	105	10
FUTURE DEMOGRAPHIC PROJECTIONS ARE We are a growing congregation in many different age ranges.				

NUMBER OF STUDENTS ENROLLED BY GRADE

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

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	Some		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) URJ Camp Coleman and URJ Six Points Sports Academy					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 10:30am-12:30pm	Sundays 9:00am-10:30am	Wednesdays 5:45pm-7:15pm	n/a
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
n/a	n/a	In Sunday school and other times	
CAMP(CONGREGATION ONLY)			
OTHER (specify) haSicha for 8 th and 9 th grades on Wednesday nights 5:45pm-7:15pm			

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	Stephanie Alexander	Full	5
ASSOCIATE RABBI	n/a		
ASSISTANT RABBI	Andrew Terkel	Full	1.5
CANTOR	n/a		
EDUCATOR	Sheila Shear	Full	1 (interim)
ASSISTANT EDUCATOR	n/a		
ADMINISTRATIVE ASSISTANT	Irene Gilbert	Full	1
PROGRAM DIRECTOR	n/a		
YOUTH ADVISOR	Melanie Archer	Part	1 (4 years teaching K)
EARLY CHILDHOOD EDUCATOR	n/a		
EXECUTIVE DIRECTOR	Alex Grumbacher	Full	2
RECEPTIONIST	Alexandra Sandefur	Part	2
EXECUTIVE ASSISTANT	Tamar BenArdout	Full	8
BOOKKEEPER	Vikki Rondeau	Full	4

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.

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

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

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	12
CHAPEL	No	ART ROOM	Yes
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	No	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)	Multi-purpose room		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	n/a		

AGE of BUILDINGS:	SANCTUARY	175 Years	SCHOOL	15 and >100	OFFICE AREA	15
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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	1749	and became a member of the URJ (UAHC) in	1841
The Shabbat prayer book used is	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used is	Gates of Repentance (soon to be 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?

1. To provide programs of lifelong Jewish education
2. Inclusive communal worship and ritual
3. An ongoing quest for greater justice, peace, and acts of loving-kindness

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

1. Deep and meaningful history
2. Committed lay leaders
3. Engaged families and students, with a high retention rate

What are the strengths of your educational program?

1. Excitement for new teachers, programming, and opportunities
2. Growing number of involved parents
3. Parents and teachers committed to the school and congregation

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

1. Dynamic personality
2. Warm and engaging towards both children and adults
3. Love and passion for Jewish education, and for working with young people

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

1. Ownership of school logistics and planning
2. Excellent communication with teachers and families
3. Support and train teachers

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

Our congregants care deeply about the history of this congregation, and want to impart its meaning and relevance to the next generation of Charleston Jews.

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

1. Preservation and restoration of our historic building
2. Integration and co-ordination of youth and young family programming
3. Welcoming and engaging new members and outreach

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes, she is an interim position
On what date will the current educator relinquish his/her position ?	May 2015

VII. COMMUNITY ATTRACTIONS

General population of location	Metro area: 548,000	Total Jewish population	Est. 4,000-6,000
JEWISH INSTITUTIONS IN AREA	Emanu-El (Conservative synagogue), Dor Tikvah (Orthodox), BSBI (Orthodox), College of Charleston Jewish Studies Dept., College of Charleston Hillel, Chabad		
JCC	The JCC has recently transitioned to a "Without Walls" model and no longer has a physical location		
Federation	Yes incl. PJ Library, Young Adult Division, JCRC		
Jewish Family Service	Yes within Federation		
Central Jewish Education Agency	No		
Jewish Day School (which grades) ?	Addlestone Hebrew Academy, Pre-k to 8 th		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Our children attend a wide variety of schools including public and private in a wide geographical area.		

Colleges, universities and music conservatories in the area include	College of Charleston, Medical University of South Carolina, The Citadel Military College, Charleston School of Law, Charleston Southern University, Trident Technical College
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Charleston has many world renowned cultural institutions including the Spoleto Festival, Pico Spoleto, events at the College of Charleston, local theatre companies, historic tours and events, and a famously exciting restaurant scene. See the Charleston Riverdogs baseball team, the Battery soccer team, and the Stingrays hockey team, and enjoy beautiful outdoor activities all year round on our beaches and waterways. Fishing, boating, kayaking, and stand-up paddleboarding are some of the most popular activities for visitors and locals alike.

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	\$25,000-\$35,000 negotiable
Percentage of pension (RPB) in addition to salary (15% recommended)	None
Length of original contract (two years recommended)	At will

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)			

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	JewishJobs.com

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 Andrew H. Terkel
Signature	AHT

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Naomi Gorstein	POSITION	VP Administration
STREET ADDRESS	90 Hasell St		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Charleston, SC 29401		
TELEPHONE NUMBER	843-412-1670	FAX	
E-MAIL	Naomi.gorstein@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
SEND RESUMES TO: RabbiTerkel@kkbe.org			

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

Kahal Kadosh Beth Elohim – Charleston, South Carolina
Religious School Director Job Description

25 hours per week

Competitive salary commensurate with experience

Job Description:

Kahal Kadosh Beth Elohim synagogue is hiring a new part-time Religious School Director to provide leadership in education in the KKBE Religious (K-9) and Hebrew School (3-7) programs. This individual will be responsible for the day-to-day administration of the Religious and Hebrew School programs and implementing the congregation's vision for those programs. This position reports to the Assistant Rabbi. The job is approximately 25 hours per week, including Sundays during the school year and two or more days of regular office hours.

Our Religious School Director will be a leader and a positive role model for teachers, students, and their families. The ideal candidate is dynamic, warm, and engaging to both children and adults. He or she must love Judaism, must love education, and most of all, must love kids.

About KKBE:

From our beginnings in 1749, Kahal Kadosh Beth Elohim (KKBE) has been at the spiritual heart of Jewish Charleston. Since 1841, we have served as the cornerstone of Reform Jewish practice. We strive to provide our more than 520 member households a wide range of worship and learning experiences in a warm, caring, supportive environment.

Our congregational commitment to serve the religious needs of families and individuals through programs of inclusive worship and ritual, education, and the quest of greater justice, peace and acts of loving kindness is stronger than ever. From our magnificent sanctuary to our beautifully renovated and expanded campus, we strive to encourage a lifelong love of Jewish learning, pride in our Jewish heritage, and commitment to a strong Jewish future.

We are more than a house of worship. We are a vibrant, caring, congregational family.

Job Details:

Administrative Responsibilities:

1. Manage and administer Religious and Hebrew School program registration, and scheduling.
2. Attend weekly KKBE staff meetings.
3. Attend all Religious School Committee meetings and file timely reports.
4. Manage budget in collaboration with Religious School Committee Chair and Executive Director.
5. Manage teacher payroll and the ordering and distribution of books and supplies.
6. Manage teacher and student attendance records.
7. Ensure the physical security and safety of students and teachers, in coordination with the Executive Director.
8. Work with the Religious School Committee in developing, implementing, and monitoring KKBE Religious School policies. Those policies should be reviewed annually.
9. Foster a welcoming and supportive environment for all students.

Staff Management:

1. Recruit and hire KKBE Religious School and Hebrew School teachers, madrichim (high school aged teachers' assistants), and other staff as needed.
2. Supervise, train, support, and evaluate teachers, madrichim, and other staff. Work with teachers to regularly assess the relevance and effectiveness of the curriculum.
3. Identify and provide professional development opportunities, and ensure that teachers continue to develop their skills.
4. Continue to better his/her own skills by seeking out professional development opportunities and training.
5. Work closely with the clergy and B'nai Mitzvah Coordinator to track students' preparation for their bar/bat mitzvah ceremonies.
6. Implement and update KKBE Teacher Handbook as necessary.

Communication:

1. Communicate frequently with Religious and Hebrew School parents through regular newsletters and promote special events.
2. Ensure faculty is communicating with their class parents on a weekly basis.
3. Be available as a resource to parents, teachers, madrichim, and students.
4. Communicate with KKBE staff and clergy in regard to other informal youth engagement and programming opportunities.

Working with Clergy

1. Assist clergy in developing and implementing innovative educational experiences in the Religious and Hebrew School programs.
2. Assist clergy in providing a coordinated curriculum with clear and coherent learning objectives for the KKBE Religious and Hebrew School programs.
3. Assist clergy in creating and implementing family programming.
4. Assist clergy in creating educational tefilah experiences including: Consecration, High Holy Day children's' programming, grade level Shabbat Family service, and Confirmation.

Qualifications:

1. Master's degree in education preferred.
2. Strong skills in communication, supervision, administration, and classroom management.
3. Strong commitment to Reform Jewish values of education, informed choice, equality, and inclusivity.
4. Training and experience in the classroom.
5. Ability to lead and train teachers.
6. Passion and excitement for Jewish education.

To apply:

Please email a resumé and cover letter to Rabbi Andrew Terkel (rabbiterkel@kkbe.org).