



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	Congregation B'nai Jeshurun	DATE OF APPLICATION	1/22/16
STREET ADDRESS	1025 South Orange Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Short Hills, NJ 07078		
TELEPHONE NUMBER	973-379-1555	FAX	973-379-4345
E-MAIL	search@tbj.org	WEBSITE	www.tbj.org
URJ DISTRICT	East District	DATE POSITION IS AVAILABLE	7/1/16
POSITION TITLE	Youth Programs Associate	FULL or PART-TIME	Part (30 hours/week)

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

Youth Programs Associate- please see job description below

Congregation B'nai Jeshurun—Religious School Principal Job Description

Congregation B'nai Jeshurun, a thriving Reform congregation located approximately 20 miles west of New York City in Short Hills, New Jersey, is seeking an innovative Youth Programs Associate. As a forward-thinking Jewish professional, this individual would be a strong team player, a compassionate and flexible leader, and an honest and clear communicator with students and parents alike. This person would draw on their leadership, ability, talent, skills and previous experiences in order to lead our efforts to transform Jewish engagement, both within and beyond the synagogue community. The Youth Programs Associate would work on our Youth Engagement team, led by our Director of Youth Engagement and would oversee specific programs for post-B'nai Mitzvah students.

As we enter our 168th year, we are grateful for and are steeped in a history that began in Newark, NJ. No matter our location, we have remained loyal to the traditions which began with our founders. We continue to be committed to their vision of an evolving Reform Jewish community. In the last decade, the synagogue has experienced a renaissance of membership, learning, travel, and ritual. In the past ten years, our community membership has increased by 350 families, our K-12 educational programs has grown from 350 to over 500 students, and our Early Childhood Center has a steady enrollment of 260 students. Our post-B'nai Mitzvah programs are being reinvigorated with teens participating in our senior youth group, Confirmation class, and Madrichim program.

We are expanding in every arena of synagogue life. Shabbat evening service attendance has increased from 70 to between 180 and 250 each week. Our congregation has traveled to Israel every 18 months for the past ten years, with the most recent trip this coming October. We house one of the finest Adult Education programs in the area, with daily classes in Hebrew and Jewish Studies (The Melton School), clergy-taught Sunday morning classes, Shabbat speakers, and a weekly Torah Study class that is standing-room only. We are proud of our Tikkun Olam Committee, which helps our congregation focus on charitable acts and deeds of loving-kindness both in our local community and in an often broken world.

Whether it is worship, learning, volunteering, or enjoying time together as a community, every program, committee, and event is planned with the full partnership of our senior staff, clergy, and lay leadership. Our vision for youth engagement and education is an essential piece of our greater Synagogue vision which we believe is a lynchpin in the future of our community. We are eager to hear from candidates who seek to re-envision and re-invigorate Jewish education and engagement from a “sky’s the limit” perspective and to join our exciting community.

Congregation B'nai Jeshurun views education expansively—from the parking lot to the classroom, from the youth lounge to the sanctuary. Every moment that students and their families are in our midst is an opportunity to model Jewish relevance and support others in their paths towards personal growth. We envision a Religious School that inspires the continual evolution of mind and spirit - a place where students, long after graduation, return to reconnect with their clergy, educators, youth advisors, and mentors. At the same time, this learning laboratory should be a place that takes Jewish education seriously, engaging students in creative, meaningful, and progressive experiences. We dream of an educational center in which our students feel spiritually and intellectually confident, see the world through a Jewish lens, and move throughout our complicated world with a real sense of *menschlichkeit*.

The lives, needs, and priorities of 21st century suburban Jewish families are changing rapidly, often bringing with them challenges that synagogues and Jewish institutions need to respond to if we are to remain a relevant center of community. We view this as an opportunity to respond to these changing times with agility, creativity, and new pathways into Jewish community and connection. In 2013 we took our first step toward responding by transitioning our religious school to a one-day per week model. This model gives students and families the flexibility to choose one day to attend Religious School and also the ability to move between school days based on changes in their schedules. In practice, this more closely aligns with the options available in the rest of their lives and has improved school attendance, for even the busiest of our students. Each day that students attend Religious School, they are engaged in Jewish culture, history, prayer, and the study of Hebrew. We are working hard to ensure that our students also have social and *tikkun olam* opportunities through our K-5th grade youth groups and Youth Choir.

Our next step was a groundbreaking alternative track of Jewish Education, of which we are in the second year. This track is a pilot program in which families with students in 1st-4th grades enroll in a yearlong alternative program that replaces the existing Religious School program. Families attend monthly learning sessions, *tikkun olam* events, holiday gatherings (Chanukah program, Purim Carnival, Passover Seder), Junior youth group events, quarterly Shabbat dinners and two weekend retreats. In our first year we had 17 students enrolled (representing 13 families) and we are thrilled that in this second year we have 45 students from 30 families. This program has pushed our team to think beyond what currently exists in Jewish education and to reimagine Religious School. In its third year, we plan to expand into Kindergarten and 5th grade and are dreaming what a Middle School program will look like, complete with a 4-day *tikkun olam* trip to New Orleans next Fall, and working with our families toward their students' B'nai Mitzvah. Although still new, we imagine that this program will grow into an essential piece of our Religious School. We believe that we have come upon something rare and transformative and are excited to see its possibilities unfold.

This vision manifests itself in an integrated, educational center that provides both formal and informal opportunities for our students of all ages to become proud, ethical, and literate members of the Jewish people

and of our synagogue community. In practice, this means that Jewish education and engagement should not compete with other opportunities, but, instead, inform students' lives, whether they find themselves on the stage or the field, in the lab or the studio. We envision our students moving through their lives wearing Jewish glasses, which allow them to view the world through the lenses of meaning, ethics, values and justice. This integration will provide them with the stepping stones to Jewish life in college and beyond, ensuring that students know that B'nai Jeshurun is always a home for them, and helping them find a Jewish communal home wherever life may take them.

We dream that Jewish learning and engagement would begin with a student's first steps in our community, be them in our Early Childhood Center or in the elementary grades of our Religious School, continue through Bar/Bat Mitzvah, and endure well into and beyond a student's High School years. We envision a future where every child is connected to the synagogue and larger Jewish community in a way that is most powerful and relevant for him or her as an individual. In fulfilling this dream and helping to imagine our future, we are seeking a creative and dynamic individual with a magnetic personality who has the natural gift of connecting with learners and their families. This person, in covenant with our clergy, educational, and administrative teams, would engage with and create pathways for our students, our families, and our extended B'nai Jeshurun community.

Job Description and Duties

The Youth Programs Associate would work on our Youth Engagement team, and would report to the Director of Youth Engagement.

Teen Programming

As TBJ continues to transition to a new model for teen programming (8-12th grade) the Youth Program Associate will:

1. Work in collaboration with the Director of Youth Engagement to refine and further the overall vision and culture of the program.
2. Coordinate teachers and/or teach the teen programming.
3. Plan yearly calendars and publicize the programming.
4. Communicate with 8-12th grade families in order to strengthen family engagement with the program and the synagogue community.
5. Coordinate the Madrichim Program including all administration, coordination with the Religious School Principal, curricular development and teaching.
6. Liaison with the Teen Advisory Board to get input on teen programming.
7. Encourage participation in teen programming both from TBJ teens as well as Jewish teens who are not members of TBJ.

Summer LIT Program

Desiring to give our teens and ECC students a meaningful Jewish summer experience and in order to create a bridge between the summer and school year, the Youth Program Associate will:

1. Partner with the ECC Camp Director to create a nurturing camp experience for both ECC students and teens.
2. Recruit teens to work in the LIT program.

3. Plan the LIT calendar and be the chief administrator for all LIT programming.
4. Develop and teach the LIT curriculum.
5. Plan and execute all LIT trips.
6. Connect the LITs back to the teen programming that TBJ has during the school year.

7th Grade Program

In an effort to create a compelling and relevant 7th grade year for TBJ students the Youth Program Associate will:

1. Develop and implement the 7th grade program curriculum.
2. Coordinate between the other 7th grade teachers.
3. Work in partnership with the Cantorial Intern to be engaged in social and tikkun olam programming throughout the 7th grade year
4. Work in partnership with the Director of Youth Engagement to create a pathway for students to stay connected to TBJ's Teen Programming after their bar/bat mitzvah.

Other

1. Attend appropriate synagogue committee meetings.
2. Represent Congregation B'nai Jeshurun within the community at large.

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	1087	300	475	90
FIVE YEARS AGO	1050	300	573	58
FUTURE DEMOGRAPHIC PROJECTIONS ARE Steady growth predicted, substantial growth in B'nai Mitzvah classes (100 B'nai Mitzvah in 2016)				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	8	16	31	59	61	89	81	55	7	3	5	6	8
OTHER (specify): These numbers don't reflect our Alternative Religious School program which has 44 students (grades 1 st -4 th)													

DAY CARE	No	PARENTS' DAY OUT	No	EARLY CHILDHOOD	260
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Extensive			JEWISH PARENTING PROGRAMMING	Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL) URJ Harlam, Congregational Summer Day Camp "Camp TBJ"					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, 9:30-noon Monday, 4:00-6:30 pm Tuesday, 4:00-6:30 pm	Sunday, 9:30-noon Monday, 4:00-6:30 pm Tuesday, 4:00-6:30 pm	Monday, 6:30-8:00pm	Monday nights, Sunday mornings
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Monday through Friday	None	Extensive including Family Education	None
CAMP(CONGREGATION ONLY) Summers, late June through early 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	Matthew D. Gewirtz	Full	10
ASSOCIATE RABBI	Karen R. Perolman	Full	6
ASSISTANT RABBI	Joshua M. Z. Stanton	Full	3
CANTOR	Howard M. Stahl	Full	17
RELIGIOUS SCHOOL DIRECTOR	Sarah Hanuka	Full	4
EXECUTIVE DIRECTOR	Alice Lutwak	Full	11
RELIGIOUS SCHOOL ADMINISTRATOR	Allison Ventrella	Full	6
DEVELOPMENT DIRECTOR	Emily Kandel	Part	1
YOUTH WORKER	Sarah Silversten	Part	8
EARLY CHILDHOOD CENTER DIRECTOR	Michele Feingold	Full	3
DIR YOUTH ENGAGEMENT	Gavin Hirsch	Full	1
CANTORIAL INTERNS	Lucy Batterman, Jacob Neimi	Part	2, 1

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.

Congregation B'nai Jeshurun currently employs an informal review process. However, we are working with a lay committee to develop an appropriate formal review process that includes both self-evaluation, as well as opportunities for staff and lay evaluation. This process is utilizing both existing URJ models and newer survey evaluation tools.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Yes	Full	4
TO RABBI(S)	Yes	Full (Sr Rabbi) Part (Asst Rabbis)	10, 2
TO CANTOR(S)	Yes	Full	2

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	2	ART	1
PRIMARY	24	COMPUTER	0
INTERMEDIATE	4	DANCE	0
UPPER	N/A	DRAMA	0
BAR / BAT MITZVAH	6 (Tutors)	HEBREW	1
HIGH SCHOOL / POST B'NAI MITZVAH	All full-time staff/ clergy)	LEARNING CENTER	4
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)	Yes, 5 full-time and 2 part-time		

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	16
CHAPEL	Yes	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	Yes
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	Yes
		STUDENT LEARNING CENTER	Yes, Mercaz, see below
OTHER (SPECIFY)	Merkaz (Hebrew enrichment support program) serving 80 students. All students who receive IEP's in secular school and/or are in need of extra help are eligible to receive Merkaz support. The Merkaz program employs a Coordinator, Consultant, 5 teachers and 8 <i>Madrichim</i> . The Religious School receives special funding to make this program possible.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes		

AGE of BUILDINGS:	SANCTUARY	1968 (renovated 2014)	SCHOOL	2004	OFFICE AREA	1968 (renovated 2014)
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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	1848	and became a member of the URJ (UAHC) in	1882
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 ARJE Accreditation ?	Yes	If yes, in what year ?	2002

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

1. Use Judaism to help learners of all ages lead spiritually confident lives full of purpose and meaning.
2. Foster a strong, positive love of Judaism, the State of Israel, Jewish learning, and *tikkun olam*.
3. Make the synagogue a second home, central to our members' lives, both our students and families alike.

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

1. Our distinguished 167-year history while remaining forward-thinking and contemporary.
2. Our unwavering commitment to our synagogue as a home for all who enter its doors.
3. Our desire to create relevant, spiritual and meaningful Jewish life for our community.

What are the strengths of your educational program?

1. We are adapting to the rapidly changing Jewish educational landscape and are ensuring that our programs fit within and compliment the busy lives of our families. This is evident through our change to a one-day per week model and an alternative religious school program.
2. Our *Madrichim* Program- each week we have between 20-40 teens who volunteer in our school. They receive special training and mentorship throughout the program. For many students this is the bridge between B'nai Mitzvah and returning for our Chai School program and Confirmation.
3. We have one of the finest Special Needs programs in our area. Our *Mercaz* is equipped with a Consultant, program Coordinator, 5 teachers and 8 *Madrichim*. We serve every student who is need of support—and no student is turned away. Our Religious School director and team work individually with families to make them feel comfortable in our school.
4. Our clergy and senior staff are in strong partnership with our Religious School. One of our Assistant Rabbis serves as the school's Rabbi-in-Residence and every clergy person teaches within the school. We are proud of our strong and evolving relationship between our Religious School and clergy.

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

1. Strong communication skills with all constituents; staff, students and parents
2. Ability to both create and implement successful and innovative educational experiences.
3. Desire to work as part of a covenantal synagogue team.

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

1. Re-envision religious school education.
2. Maintain and strengthen the Religious School's connection to all parts of synagogue life.
3. Help retain post-*b'nai mitzvah* students.

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

Our community has been on an exciting course in which we have grown, both in families and synagogue life. We now dream of an educational center that matches our synagogue's energy and where our students feel spiritually and intellectually confident. We dream of a Religious School whose vision influences the vision of the Synagogue as a whole.

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

1. Ensuring that our programs are always in line with and connected to the changing lives of our families. Paying close attention to the changing nature of Jewish education.
2. As our community grows, so do our *B'nai Mitzvah* classes. In the coming years we anticipate classes of close to 100 students. This represents exciting community growth, and the opportunity for creative problem-solving in both our Religious School curriculum and structure. We are constantly working to ensure a unique and depth-filled experience for each family and to guarantee that our B'nai Mitzvah experiences never become routine or cookie-cutter.
3. Retaining students after *b'nai mitzvah* is an important priority. We know that participation in meaningful Jewish youth experiences is central to the building of their identities. As social media and technology become an increasing presence in the lives of our teens, we strive to provide the environment in which teens are able to better navigate their increasingly complicated lives.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	This is a new position.
On what date will the current educator relinquish his/her position ?	N/A

VII. COMMUNITY ATTRACTIONS

General population of location	50,000	Total Jewish population	50%
JEWISH INSTITUTIONS IN AREA	15 Congregations, 5 Reform Congregations		
JCC	JCC MetroWest, West Orange, NJ		
Federation	United Jewish Communities of MetroWest New Jersey		
Jewish Family Service	Jewish Family Service of Metrowest		
Central Jewish Education Agency	N/A		
Jewish Day School (which grades) ?	Golda Och Academy (Formerly Solomon Schechter) K-12		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Most attend public school. A small group attend local private schools including Newark Academy and Pingry. A few students attend Gold Och Academy (Formerly Solomon Schechter).		
Colleges, universities and music conservatories in the area include	Rutgers, Drew University, Fairleigh Dickinson, Seton Hall, Montclair State, St. Elizabeth		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Countless opportunities both in the local community and in the greater New York City suburbs. We are located just 20 miles from Manhattan and 8 miles from Newark which is home to NJ Performing Arts Center with world-class performances in all areas of the arts		

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	\$40,000
Percentage of pension (RPB) in addition to salary (15% recommended)	Participation in 403b savings plan is offered.
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	No	Books & Periodicals	No	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	No
Long Term Disability Insurance	Yes	URJ Biennial	No	Early Childhood Tuition	Yes	Israel Trips	No
		Regional URJ Gathering	Yes				
Other (please specify)	When important learning and/ or growth opportunities arise, we are eager to help.						

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	Jewish Jobs.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	Debbie Klein
Signature	<i>Debbie Klein</i>

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Deborah Klein	POSITION	Member, Board of Trustees
STREET ADDRESS	Congregation B'nai Jeshurun, 1025 South Orange Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Short Hills, NJ 07078		
TELEPHONE NUMBER	973-879-2641	FAX	N/A
E-MAIL	debkklein@aol.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
search@tbj.org (Email will forward to clergy and committee chair)			
kperolman@tbj.org Email of Rabbi Karen R. Perolman			

Our Mission Statement

Congregation B'nai Jeshurun is an inclusive, multigenerational Reform Jewish community, rooted in our history and tradition while evolving with our times. We are passionately committed to Spiritual Awareness (*Neshamah*), Lifelong Learning (*Torah*), Worship (*Avodah*), Social Justice (*Tikkun Olam*), the land of Israel (*Eretz Yisrael*), the Jewish people (*Klal Yisrael*) and our congregation as Home (*Bayit*). Through the covenantal relationship among our clergy, staff, and congregants, we are dedicated to creating and sustaining a warm and caring experience for all who come through our doors.