



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 Rodeph Torah	DATE OF APPLICATION	1/4/2016
STREET ADDRESS	15 Mohawk Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Marlboro, NJ 07746		
TELEPHONE NUMBER	732-308-0055	FAX	732-294-0232
E-MAIL	office@trt.org	WEBSITE	www.TRT.ORG
URJ DISTRICT	North Central	DATE POSITION IS AVAILABLE	July 2016
POSITION TITLE	Religious School Director	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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

Educator of Temple Rodeph Torah- Center for a Jewish Future (“CJF”) K-12

Our Synagogue

Rodeph Torah is a Reform congregation in Marlboro, New Jersey. We provide our congregants and staff with a dynamic, creative, loving family oriented environment. We pride ourselves on exploring new and innovative approaches to worship and education.

The Educator at Rodeph Torah – Center for a Jewish Future

We are looking for an educator with a strong commitment to high educational standards. The candidate should be creative, an “out of the box” thinker and open to new ideas. The position requires a dedicated individual who will be able to motivate, communicate and foster an appreciation of Jewish learning with students, teachers and throughout the community.

High Level Overview:

- Coordinate day-to-day operations of the school
- Design and implement programming, planning and curriculum development for K-12
- Develop and manage school budget
- Recruit and manage school staff
- Review teacher lesson plans and evaluate staff members
- Design, implement, and oversee special school programs
- Manage positive relationships with students, parents, staff members, clergy, and Temple administration
- Oversee student safety and discipline
- Attend Temple meetings upon request
- Facilitate public relations efforts to raise awareness of the Temple and increase membership
- Work hand-in-hand with parents to ensure students’ success

Minimum Requirements

- Degree in the field of education
- Fluency in conversational and written Hebrew
- Creative and innovative
- Background in Reform Jewish Education
- Ability to effectively interact with students and parents
- Strong administrative skills

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	246	68	124	13
FIVE YEARS AGO	333	123	190	22
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	10	6	9	15	12	17	13	3	14	9	12
OTHER (specify):													

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	Yes	JEWISH PARENTING PROGRAMMING	Yes		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Harlam; Camp Kutz					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun 9:30AM-12:00PM Grades K-4	Mon 4:30PM-6:30PM Thurs 5:00PM-7:00PM Grades 5-7	Mon 7:00PM-9:00PM Grades 8-10	Sun, 1x per month 6:00PM-8:00PM
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
CAMP(CONGREGATION ONLY)			
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 Don Weber	Full	30
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Cantor Joanna Alexander	Part	6
EDUCATOR	Rabbi Shira Stern	Part	8
ASSISTANT EDUCATOR	Barbara Klein	Part	4
ADMINISTRATOR	Sheryl Cooper	Part	26
PROGRAM DIRECTOR			
YOUTH WORKER	Shifra Malkin	Part	2
EARLY CHILDHOOD EDUCATOR			

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.

Currently there is no formal review process.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Dale Kulik	Part	15
TO RABBI(S)	Tina George	Part	1
TO CANTOR(S)	Tina George		
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	-0-	ART	
PRIMARY	10 ↓	COMPUTER	
INTERMEDIATE		DANCE	
UPPER	3	DRAMA/MUSIC	1
BAR / BAT MITZVAH	1	HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	4 Part Time		

IV. FACILITIES

SANCTUARY	Y	NUMBER OF CLASSROOMS	7
CHAPEL		ART ROOM	
LIBRARY	Y	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Y	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION	1	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		N	

AGE of BUILDINGS:	SANCTUARY	26	SCHOOL	26	OFFICE AREA	26
-------------------	-----------	----	--------	----	-------------	----

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	1981	and became a member of the URJ (UAHC) in	1981
The Shabbat prayer book used is	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?

- 1) To develop a lifelong connection to Judaism for our children, via education, social action, youth groups and other experiences
- 2) To create and maintain a community dedicated to spirituality, study, and Jewish living
- 3) Tikkum Olam through developing awareness of and involvement in, social action, within and outside of the Jewish community as well as fostering an understanding of Judaism in the community-at-large

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

We are a passionate congregation always open to experimenting with new programs that will engage our adult members, our youth as well as prospective new members. We have a strong, dynamic Rabbi and Cantor. Our religious school is highly creative with impressive post-Bar/Bat Mitzvah retention. We are proud of our teachers who choose to work with us year after year. We are a community of lifelong learners with extensive Adult Education and Youth programs.

What are the strengths of your educational program?

- Strong commitment to high educational standards
- Active School program through 12th grade
- Experienced adult teachers
- Clergy involved and engaged in all grades of education
- High faculty retention
- Focus on Jewish life-cycle programs
- Dynamic and relevant programming

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

- 1) Caring and approachable to all learners of all ages in the community
- 2) Effective organizational and administrative skills
- 3) Strong Jewish and Hebrew background and commitment

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

- 1) Inspiring and engaging students in Jewish study
- 2) Designing and implementing an innovative curriculum for K-12 students
- 3) Creating and maintaining a structured, professional environment for staff and students

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

- TRT is a warm and welcoming community supported by caring and dynamic clergy.

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

- 1) Attracting and retaining Jewish families in a changing demographic environment
- 2) Encouraging high levels of congregational involvement and participation
- 3) Fundraising

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	40,000	Total Jewish population	@ 15%
JEWISH INSTITUTIONS IN AREA	Jewish Federation; Solomon Schechter		
JCC	Yes		
Federation	Yes		

Jewish Family Service	Yes
Central Jewish Education Agency	No
Jewish Day School (which grades) ?	Solomon Schechter K-8th grade
Other	
Majority of members' children attend public school, private school, or Jewish day school ?	Public School
Colleges, universities and music conservatories in the area include	Rutgers University Monmouth University Brookdale Community College
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Count Basie Theatre-Red Bank Two River Theater- Red Bank State Theatre- New Brunswick George Street Playhouse- New Brunswick Marlboro Players Center Playhouse The Jewish Heritage Museum of Monmouth County

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.	
PROPOSED SALARY or SALARY RANGE	\$45,000-\$60,000 (commensurate with experience)
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)			

Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	JewishJobs.com
If "YES" please indicate which one and the title by which it is being listed	

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	Susan Klass
Signature	<i>Susan Klass</i>

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Susan Klass	POSITION	Education Chair/Search Team Chair
STREET ADDRESS	TRT, 15 Mohawk Drive, Marlboro, NJ 07746		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Marlboro NJ 07746		
TELEPHONE NUMBER	732-308-0055	FAX	
E-MAIL			
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Susan Klass: msklass@optonline.net ;			
Marilyn Beutel: mbeutel@optonline.net			

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