



National Association of Temple Educators

AN AFFILIATE OF THE UNION FOR REFORM JUDAISM

אגודת המהנדסים 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	Washington Hebrew Congregation	DATE OF APPLICATION	11/30/16
STREET ADDRESS	3935 Macomb Street NW		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Washington, DC 20016		
TELEPHONE NUMBER	202-362-7100	FAX	202-537-1091
E-MAIL	STankel@whctemple.org	WEBSITE	Whctemple.org
URJ DISTRICT	Mid-Atlantic	DATE POSITION IS AVAILABLE	July 1 2017 (or earlier)
POSITION TITLE	Religious School Educator / Principal	FULL or PART-TIME	Full 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
- Religious School Principal** 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

JOB DESCRIPTION for Educator at Washington Hebrew Congregation Religious School

SUMMARY

Washington Hebrew Congregation is a large Reform congregation blessed with a Religious School that includes nearly 900 students in Pre-K through Post-Confirmation (12th grade). We have two locations in which we run parallel programming, each with an Educator who oversees and runs the goings on in their designated campus. At this time, we are seeking an Educator to oversee and supervise our campus in Potomac, MD (nearby suburb of DC).

The Educator will serve as a member of the Senior Education Team. Together with the team, this individual will promote and oversee the continued success of the Religious School in the ways listed below, as well as other ways according to the individual's strengths and interests, taking into account the evolving needs of the school and community.

FACULTY RESPONSIBILITIES

- Assist in the recruitment, interviewing and hiring of faculty on-site in partnership with the Director.
- Liaise with parents and teachers regarding student needs on an on-going basis.
- Address specific faculty needs within classroom and site throughout the year.
- Provide ongoing constructive feedback to faculty related to their teaching.
- Brief all faculty on a weekly basis regarding upcoming programs and schedules.

CURRICULUM & EDUCATIONAL PROGRAM RESPONSIBILITIES

- Coordinate and oversee all Judaic Studies classes in Pre-K through 7th grades at our Potomac location, in collaboration with the Senior Education team.
- Prepare and coordinate usage of supplemental educational materials for teachers and students.
- Assist teachers in making our programming inclusive and relevant to all students.
- Remain up-to-date on advancements and opportunities related to our curriculum.
- Communicate the curriculum to our school community in relevant ways.

COMMUNITY BUILDING RESPONSIBILITIES

- Serve as primary teacher contact for Judaic Studies team in Pre-K through 7th grades through regular correspondence in order to build and nurture our sacred community.
- Work as member of the "senior education team" to promote staff morale and fulfill the mission of the Temple and Religious School.
- Help to identify future leaders among the parent community in the school.
- Collaborate with the team of parent Grade Representatives at our Potomac site.
- Assist in community-wide family programming (e.g. holiday family services, etc).

ADMINISTRATIVE & SITE-SPECIFIC RESPONSIBILITIES

- Serve as a senior building administrator on school days and oversee traffic control.
- Serve as primary educational contact for teachers of Judaic Studies in Pre-K through 7th grades.
- Generate weekly correspondence for site-specific teachers.
- Assign rooms and set-ups for Religious School programs in partnership with our building supervisor and maintenance team.
- Oversee art, music, drama and dance schedules for appropriate grades.

MINIMUM QUALIFICATIONS

Candidates must hold a college degree. Minimum 1-3 years' experience working in a supplemental school setting desired. Self-awareness, attention to detail and computer literacy are essential. A successful candidate will need to multi-task, communicate effectively and professionally, and maintain an organized and focused

approach to the execution of the position's responsibilities. He or she will strive to provide teachers, students and parents with a positive, supportive, and caring environment on behalf of the WHC Religious School. As with all WHC staff, the candidate is expected to work as part of a team to create a professional atmosphere in the office and school environment and to serve the Temple's constituencies with excellence.

This position description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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	Approximately 2700 Family membership units.	Approx. 450 families	855	+/-100
FIVE YEARS AGO			855	100
FUTURE DEMOGRAPHIC PROJECTIONS ARE		Consistent if not growing. Our school has remained consistent and begun to grow slightly within the last few years.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
26	52	62	84	92	85	99	106	65	82	37	50	30	20
OTHER (specify): Our 11 th and 12 th grade programming is very active and is a combination of all Upper High Schoolers.													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
OTHER (specify): We have a full day (early drop-off, late pick-up) Early Childhood Center (ECC) at both locations. Each has over 200 students enrolled, beginning with mid-week 2s and extending through Kindergarten.		

HEBREW BEGINS IN GRADE 3	AND CONTINUES THROUGH GRADE 7	CONFIRMATION BEGINS IN GRADE 10
ADULT PROGRAMMING Yes – a lot!!	JEWISH PARENTING PROGRAMMING Yes!	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Harlam and Capital Camps (plus other regional camps)		

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9:30am-12noon	Tuesday in Potomac/ Wednesday in DC from 4:30-6:00 for grades 4-7.	Evenings/weekends and retreats	Evenings/weekends
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Monday through Friday	No, but early drop off and late pick up (extended day)	Offered through ECC, Religious School and congregation throughout the year. We have an adult B'nai Mitzvah program, WHC weekly "Academy" programing and much more throughout the year.	
CAMP(CONGREGATION ONLY) Through ECC – Camp Keetov.			
Early Childhood Center runs a camp at both locations for pre-school aged children over the summer.			
OTHER (specify) Hebrew School takes place in Potomac on Tuesdays and DC on Wednesdays (different campuses)			

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 M. Bruce Lustig	Full	31
ASSOCIATE RABBI	Rabbi Sue Shankman	Full	16
ASSISTANT RABBI	Rabbi Aaron Miller and Rabbi Joe Skloot	Full (both)	5 and 3
CANTOR	Cantor Mikail Manvitch and Cantor Susan Bortnick	Both full time	29 and 16.
EDUCATOR	Stephanie Tankel	Full time	8
ASSISTANT EDUCATOR	Miles Roger	Full time	3
ADMINISTRATOR	Jonathan Honigman	Full time	4
PROGRAM DIRECTOR	Naomi Abelson	Full time	3
Director of Informal Education	Ira Miller	Full time	13
EARLY CHILDHOOD EDUCATOR	DJ Jenson	Full time	3
Assistant Youth Director	Debbie Letter	Full time	1
Executive Director	Steve Jacober	Full time	10

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.

Yes, all professional staff are reviewed annually (formally); informally staff receive regular feedback as relevant and necessary. Each staff member is reviewed by their direct supervisor.

With regard to the Educators, they are reviewed by the Director of Education. In the first year, supervision meetings take the form of “review” and are conducted at least monthly as the Educator begins their work at WHC. In the second year, reviews are held at least 4 times a year and involve reflection on the work being done.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Jonathan Honigman	Full time	4
TO RABBI(S)	Layne Weiss and Marsha Humphries	Full time	16
TO CANTOR(S)	Beth Donaldson	Full time	5
TO ADMINSTRATOR	Maria Thompson	Full time	4

NUMBER OF TEACHERS – in total about 90 teachers		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	2 Part time
PRIMARY		COMPUTER	1 Part time
INTERMEDIATE		DANCE	2 Part time
UPPER		DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B’NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1 full & 2 part time
CUSTODIAL STAFF (specify full or part-time)	15 – some part-time, some full-time.		

We do not employ specific department heads, as our Educators serve in these roles, among other responsibilities.

IV. FACILITIES

SANCTUARY	yes	NUMBER OF CLASSROOMS	20 at Temple; 50 in Potomac
CHAPEL	yes	ART ROOM	yes
LIBRARY	three	MUSIC ROOM	yes

SOCIAL HALL / AUDITORIUM	yes	YOUTH LOUNGE	yes
SANCTUARY / SOCIAL HALL COMBINATION	No	TEACHER RESOURCE CENTER	yes
		EDUCATOR'S OFFICE	yes
		COMPUTER ROOM	yes
		STUDENT LEARNING CENTER	Youth Lounge
OTHER (SPECIFY)	Our Julia Bindeman Suburban Center (JBSC) is located in Potomac, MD, about 12 miles from our Temple in Northwest DC. It holds a full-time ECC as well as a worship space/social hall (HUGE!), stage, children's library, media center, computer lab, art room, educator's office/suite, youth lounge, and more. Has huge outdoor grounds as well with two different playgrounds.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes – at both sites.	

AGE of BUILDINGS:	SANCTUARY	1952	SCHOOL	1980s	OFFICE AREA	Updated within past two years. Lovely!
--------------------------	------------------	------	---------------	-------	--------------------	--

Our congregation has been renovated many times and is up to date including a STUNNING social hall in both locations; great technological advancements... our worship spaces (including a main sanctuary with seating for 2,300, a small chapel which seats 280 and a "worship space" in our Potomac location which can seat as many as can fit (approx. 250 WITHOUT expanding the space).

If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

As stated above... Our Julia Bindeman Suburban Center (JBSC) is located in Potomac, MD, about 12 miles from our Temple in Northwest DC. It holds a full-time ECC as well as a worship space/social hall (HUGE!), stage, children's library, media center, computer lab, art room, educator's office/suite, youth lounge, and more. Has huge outdoor grounds as well with two different playgrounds.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1852	and became a member of the URJ (UAHC) in	Became a member of UAHC in the year of its inception!
The Shabbat prayer book used is	Mishkan Tefillah		
The High Holy Day <i>machzor</i> used is	Gates of Repentance		
Has the Religious School received NATE Accreditation ?	No	If yes, in what year ?	N/A

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

Washington Hebrew Congregation provides a spiritual, educational, and cultural home for Jews of all ages in the Washington metropolitan area. Our goals are to function as a **House of Prayer** for those seeking comfort and spiritual renewal; a **House of Learning** for those seeking answers or exploring questions; and a **House of Assembly** offering myriad programs to meet the needs of a diverse community with an emphasis on Social Justice. We seek to champion Judaism's enduring commitment to social justice through our Tikkun Olam Center, which oversees, funds and sponsors social justice programs throughout the region, country and world.

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

Washington Hebrew Congregation is fortunate to have a talented, caring and learned clergy who, together with all of our dedicated and committed staff, create a vibrant Jewish community which enhances the spiritual, cultural and social lives of our members. Our lay leadership is composed of enormously devoted men and women who work closely and effectively with the Temple staff to implement the congregation's goals. Special opportunities are afforded to Washington Hebrew Congregation, whether it is a member of Congress or an

Ambassador speaking from our bima, a funeral at Arlington National Cemetery or the Annapolis Naval Academy, or an invitation to the White House or Pentagon. WHC has the privilege of being on the forefront of national and international issues, able to engage in conversation and take action thanks to our proximity to the US Government and so many elite institutions.

What are the strengths of your educational program?

We offer a **spiraled curriculum** designed to meet the needs of each child's cognitive and emotional development within a nurturing Jewish environment. Our well-rounded, balanced and enriched curriculum seeks to maximize each child's learning potential through creative and experiential learning as well as cooperative learning models. In an effort to provide the finest in secular and Judaic education, we take advantage of a variety of teaching methods and materials. Many of **our teachers** are professionally trained as teachers and/or have areas of expertise that relate directly to the courses and ages they teach. The teaching team is, in general, extremely passionate and capable!

We utilize the URJ-designed **Mitkadem** for our Hebrew curriculum, and have implemented it in unique ways that help to make our large school feel intimate and small (and we LOVE talking about it!). In the coming years we are working with a committee to develop a specific Special Needs program for students who would benefit from an alternative approach to supplementary Jewish learning.

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

We are seeking an Educator who is **passionate** about Jewish education and who can bring an **energy and enthusiasm** to our Religious School community. It is essential that our Educator be able to act as a **warm and welcoming leader** of our Religious School, dealing sensitively with parents, students and faculty. With a school our size, we also need an Educator who is **organized and a team-player**.

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

The Educator must be prepared to build community within our school. We know that the best opportunities and experiences are born of a positive sense of community within the school. We seek an Educator who, together with our Religious School Senior Education Team, will uphold the standards of excellence that have been set. It is critical that the Educator be prepared to support our teachers through leadership, understanding and hands-on assistance when it comes to making our educational offerings outstanding!

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

We are committed to the continued excellence of every aspect of our Religious School, and are willing to devote the time, support and resources necessary to make it a model program for the Reform movement. Professional development opportunities are always afforded to our staff through conferences, fellowships and other programs.

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

In the next five years, Washington Hebrew Congregation will strive to continue to provide a life-long innovative, supportive, and caring Jewish environment. We continually will seek to renew our commitment to Reform Judaism in order to reinforce the positive empowering elements of Jewish life and history that will ensure our continuity from generation to generation.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	N/A – position was not filled
On what date will the current educator relinquish his/her position ?	June 30, 2016 – Molly Levy left this past summer

VII. COMMUNITY ATTRACTIONS

General population of location	~ 5 million people	Total Jewish population	~300,000
JEWISH INSTITUTIONS IN AREA	AJC, ADL, JSSA, AIPAC, JStreet, Mazon, JFGH, and so many more!		
JCC	Yes – one in DC and one in Rockville, MD		
Federation	yes		
Jewish Family Service	yes		
Central Jewish Education Agency	yes		
Jewish Day School (which grades) ?	Charles E Smith Jewish Day School (K-12), Jewish Primary Day School (K-6), Behrman Hebrew Academy (K-12)		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Majority attend either private or public school; minority attend a Jewish Day School. The divide between public and private school attendance varies by year, though at times up to 40% of students attend private schools. The DC-metro area boasts some of the nation's best public and private schools, including Sidwell Friends School, St. Albans, Georgetown Day School, Maret, etc...		
Colleges, universities and music conservatories in the area include	American University, University of Maryland, George Washington University, Georgetown University, George Mason University, Catholic University, Gallaudet University, Towson University... There are many big and small in the DC Metropolitan area!		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Smithsonian museums (MANY!! All free!), National Zoo (free!), aquarium, Kennedy Center of Performing Arts, Shakespeare Theater, Arena State, National Theater, Verizon Center, several stadiums for local teams: baseball, football, soccer, hockey, basketball, etc. There are a plethora of local theaters which host musicals and shows of all varieties. There is no limit to the cultural opportunities afforded by the DC metro area! There are daily opportunities for either paid or free cultural experiences.		

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	The salary range is \$40,000-58,000 based on experience.
Percentage of pension (RPB) in addition to salary (15% recommended)	8%
Length of original contract (two years recommended)	One year.

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	X	Moving Allowance	Negotiable	Books & Periodicals	X	Sabbatical
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone
Dental Insurance	X	ARJE Conference	X	Religious School Tuition	X	Laptop Computer
Long Term Disability Insurance	X	URJ Biennial		Early Childhood Tuition		Israel Trips
		Regional URJ Gathering	X			
Other (please specify)	Our congregation encourages all of the employees to seek opportunities to grow as professionals and supports this endeavor.					

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 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	Stephanie Tankel
Signature	<i>Stephanie Tankel</i>

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Stephanie Posner & Kimberly Wachen	POSITION	Religious School Chairs
STREET ADDRESS	3935 Macomb Street NW		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Washington, DC 20016		
TELEPHONE NUMBER	(202) 362-7100	FAX	(202) 537-1091
E-MAIL	STankel@Whctemple.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Send all resumes to Stephanie Tankel: STankel@whctemple.org			

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

The theologian Martin Buber said, "God can be found in all relationships." Washington Hebrew Congregation has been demonstrating that truth for over 160 years. Finding meaning in our relationship to worship, to knowledge, to social justice, but most of all in our relationship to one another. A vibrant community that is as diverse as it is inclusive, as large as it is intimate, as concerned with the world as it is with the needs of every individual; it is a community that is caring and compassionate. Our passionate pursuit of Reform Judaism provides excellence in education, youth engagement, life cycle celebration, and community building. Washington Hebrew Congregation, where we, 3,000 families, have continued to come to find a meaningful relationship with modern Judaism and the warmth and wonder of God. Join us where the relationships you form will last for generations to come.