



**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>	Beth El Temple Center	<b>DATE OF APPLICATION</b>	2/2/16
<b>STREET ADDRESS</b>	2 Concord Ave		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Belmont, Ma. 02478		
<b>TELEPHONE NUMBER</b>	(617) 484-6668	<b>FAX</b>	(617)484-6020
<b>E-MAIL</b>	<a href="mailto:elyse.shuster@verizon.net">elyse.shuster@verizon.net</a> <a href="mailto:atananbaum@comcast.net">atananbaum@comcast.net</a>	<b>WEBSITE</b>	www.betheltemplecenter.org
<b>URJ DISTRICT</b>	Northeast	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2016
<b>POSITION TITLE</b>	Director of Education	<b>FULL or PART-TIME</b>	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 Education**—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 DoE, 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 DoE.

**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

### BETH EL TEMPLE CENTER DIRECTOR OF EDUCATION JOB DESCRIPTION

Beth El Temple Center is a [Reform congregation](#) of approximately 400 families, affiliated with the [Union for Reform Judaism](#). Beth El Temple Center is located in Belmont, Massachusetts and serves many surrounding communities, including Cambridge, Watertown, Waltham, Lexington, Arlington and Somerville. Beth El has a strong egalitarian tradition and welcomes Jews and their families who want to be a part of our Jewish community. We have a strong commitment to celebrating diversity (interfaith families, gay and lesbian families, single-parent families, etc. and to being a welcoming home for all. Beth El Temple Center offers a place for learning and living Torah, a place to help repair the world, a place in which to discover and help create a supportive and loving community, and a place to nurture your soul.

The Director of Education will be a member of the professional staff, and an educational leader, able to use his/her expertise and vision to guide and inspire congregational learning. The Educator should be deeply committed to the values and practices of the Reform movement. BETC is proud to have a thriving and well-established religious school as well as vibrant adult education, youth and family programs. The Director will continue to develop and implement innovative curriculum and programming. In addition to running the religious school, the Director of Education, in partnership with the Rabbi-Educator/Assistant Director, will help to oversee other educational offerings of the Temple. S/he will function under the direct supervision of the Rabbi and in partnership with the Religious School Committee and the Family and Adult Learning committees.

The core responsibilities of the Director of Education include:

1. Leadership
  - In partnership with the Rabbi, Cantor, Rabbi-Educator/Assistant Director and lay leadership, help to create a vision for the congregation that includes a commitment to Jewish learning, to inspire the congregation with that vision and to implement the programs and activities that will bring it to life
  - Attend and participate in weekly staff meetings as part of the Temple's professional leadership team
  - Attend and participate in Board of Trustee meetings and deliver periodic reports to the Board about the progress of educational programs and the school
  - Collaborate with the Chairperson of the Religious School Committee to set the agenda for the committee's work, helping to lead the meetings and partnering with the committee to articulate and implement a shared vision, educational policies and other recommendations.
  - Represent the congregation and the school in the broader Jewish and non-Jewish communities, building relationships that project a positive image of the Temple and its educational programs and gathering resources to enrich our educational life
  - Participate in professional development opportunities that promote personal growth in Jewish knowledge, professional skills and spiritual depth
  - Mentor, guide, and inspire students of all ages in their Jewish identity formation
  - Build relationships with students and parents including providing informal counseling to both parents and students as needed
2. Administration of the Religious School
  - In partnership with the Rabbi-Educator/Assistant Director, oversee the operation of the Religious School (Sunday School, Hebrew School, Rishonim, and Confirmation) as well as family education and other programs
  - In partnership with the Rabbi-Educator/Assistant Director, recruit, hire, train, supervise, evaluate and terminate (when necessary) Religious School employees, including teachers and aides/madrachim
  - Collaborate with the Youth Committee to hire and supervise our youth advisors
  - Develop and oversee the Religious School budget in conjunction with the Religious School Committee
  - Create the school calendar
  - Develop, coordinate and disseminate report cards

Administration of the Religious School (cont.)

- Create weekly faculty emails and other written communication, including Bulletin articles, Parent's Manual, Teacher Handbook
  - Supervise the School secretary
  - Meet and speak with parents, staff, students, and members of the congregation as necessary
  - Provide guidance, expertise, and personalized support to students/families with special educational needs
3. Design and Supervision of Educational Programs
- In partnership with the Rabbi-Educator/Assistant Director, design the Religious School curriculum, including Sunday School, Hebrew School, Confirmation/Post-Confirmation curricula, family education programs, school-wide holiday observances and informal education programs (e.g., retreats and field trips)
  - Create and implement professional development for teachers
  - Run or assist in key programs such as the Tzedakah Fair, Mitzvah Day, Siyyum HaSafer, Opening Day of Religious School, etc.
4. Teaching and Leading Worship
- Teach Adult Education and Religious School programs/classes, as needed, including Adult B'nai Mitzvah, Consecration Parent class, B'nai Mitzvah Parents class
  - Work with the staff to help coordinate, create, and co-lead bi-annual Adult Retreat
  - Work with the staff to help co-lead bi-annual Family Retreat
5. Providing Resources
- Serve as an educational resource to the congregation regarding current practices and emerging trends in Jewish education and parenting, Jewish holiday observances, rituals, history, Hebrew, Torah, and Tikkun Olam

Additional responsibilities may include: (final decisions will depend on the candidate selected and his/her experience/interests):

- Supervise maintenance of school and student records
- Coordinate the B'nai Mitzvah tutoring program as well as B'mitzvotav process
- Supervise the Rosh Chodesh program
- Supervise student preparation for chanting for High Holidays
- Partner with the URJ camp liaisons
- Coordinate the Madrichim program for students in grades 8 through 12, including development workshops
- Oversee Kitah Connection (our Parent-Teacher organization)

The Director should possess strong administrative and organizational skills as well as exceptional interpersonal skills and, of course, strong knowledge and love of Judaism. Candidates for this position should have a BA/BS in a related field. Masters degree is a plus. Ideally, candidates should have experience in Jewish Educational Leadership. This position will include weekend and evening hours. The duties of the Director of Education will be mutually reviewed as part of the annual performance evaluation process.

## 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	383		195	25
FIVE YEARS AGO	321			
FUTURE DEMOGRAPHIC PROJECTIONS ARE We will likely remain a congregation of 350-400 member units				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
16	9	11	19	18	17	20	15	14	21	9	10	9	7
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) Eisner, Crane Lake, Six Points					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9-11:30	Wednesday 4-6pm	Thursday 5:30-8pm	Thursday 6-8pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Rishonim – monthly on Sundays	
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	Jonathan Kraus	Full-time	22
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Louise Treitman	Part-time	1
EDUCATOR	Susan Morrel	Full-time	10
ASSISTANT EDUCATOR	Sandi Intraub	Part-time	5
OFFICE ADMINISTRATOR	Jenn Kapuscik	Full-time	4
OFFICE SECRETARY	Sue Stein	Full-time	5
PROGRAM DIRECTOR			
YOUTH WORKER	Rob Kagan, Lauren Lichtel	Part time	Rob-1; Lauren-3
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.**

There is an annual mutual review process for each member of the professional staff. A member of the Executive Committee gathers feedback from a combination of approximately eight lay leaders, congregants, and staff members. The professional staff member is also asked to complete a self-evaluation.

Once all of this information has been collected, the Executive Committee member meets with the professional staff member to present the information and engage in a productive conversation to compare lists and brainstorm potential strategies to bring everyone closer to goals and objectives.

In addition, the Director of Education’s supervisor, Rabbi Jonathan Kraus, will provide an annual review. This will include both a written document as well as a face-to-face conversation.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Sue Stein	Full	5
TO RABBI(S)	Jenn Kapuscik	Full	4
TO CANTOR(S)		Shared with Rabbi	
TO ADMINSTRATOR		Shared with Educator	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1 (music teacher)
PRIMARY	7 (pre-k-3)	COMPUTER	
INTERMEDIATE	7 (4-7)	DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH	2 (tutors)	HEBREW	1
HIGH SCHOOL / POST B’NAI MITZVAH	7 (8-12)	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	(supported by lay staff)
CUSTODIAL STAFF (specify full or part-time)	3 part time		

**IV. FACILITIES**

SANCTUARY yes, newly renovated 5 years ago	Yes	NUMBER OF CLASSROOMS	9
CHAPEL no but we have created a smaller prayer space for youth in our pre-school room	No	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL/AUDITORIUM	Yes	YOUTH LOUNGE	No
SANCTUARY/SOCIAL HALL COMBINATION	yes	TEACHER RESOURCE CENTER	No (Educator’s Office space shared as Teacher Resource Center)
		EDUCATOR’S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	In addition to 7 classrooms we also have a meeting room, bride’s room and pre-school room which are used as classrooms as well		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	n/a		

<b>AGE of BUILDINGS:</b>					
61; renovated in 2009	<b>SANCTUARY</b>	5	<b>SCHOOL</b>	61	<b>OFFICE AREA</b> 61

**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

<b>The Congregation / Institution was founded in</b>	1931	<b>and became a member of the URJ (UAHC) in</b>	1960
<b>The Shabbat prayer book used is</b>	Mishkan T'fillah		
<b>The High Holy Day <i>machzor</i> used is</b>	Gates of Repentance		
<b>Has the Religious School received ARJE Accreditation ?</b>	No	<b>If yes, in what year ?</b>	

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

1. To create a warm, welcoming and profound feeling of community among people who make up our congregation
2. To celebrate our diversity and make the congregation a place that feels like home for a variety of individuals and families
3. To deeply root our shared life in Jewish values through the activities we offer (Jewish learning, worship/observance and tikkun olam), and through the quality of relationships that we nurture

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

- Our commitment to lifelong learning is robust. We have a vibrant adult learning community, an outstanding religious school program (pre-K-12<sup>th</sup> grade), and an active youth program with teens serving in NFTY leadership positions.
- Rabbi Jonathan Kraus is a true gift to our congregation. His wisdom, caring personality, humor and musical talent (he is a singer and fine guitarist) are assets for our community.
- Our professional staff (Cantor Louise Trietman and Assistant Educator Rabbi Sandi Intraub) is a small but dedicated team of talented, creative, passionate, experienced, down-to-earth and supportive individuals.
- We are a strong and truly diverse community of congregants—demographically, economically, politically, and socially.
- We are an unpretentious community with a strong sense of values and social justice.
- We are a musical and singing congregation.
- We are in a fabulous location, near to Boston and all it has to offer.
- We think of ourselves as a warm, welcoming, friendly and “menschlich” community with genuinely kind congregants.

What are the strengths of your educational program?

- Our emphasis on creating a warm and supportive school community that exemplifies the Jewish values we try to teach
- A clearly articulated commitment to life-long Jewish learning in the congregation
- A corps of dedicated , highly caring teachers
- A commitment to ongoing, high quality teacher education
- Well established emphasis on creative, engaging, and differentiated learning strategies
- A thriving and popular assistant teacher program among our post-B'nai Mitzvah students
- A relatively high retention rate post bar/bat mitzvah
- A wide network of support for our educator and all our educational programs that includes a dedicated and talented lay leadership, our terrific Rabbi-Educator and our Rabbi (who himself has a Masters in Jewish Education from the Rhea Hirsch School of Education at HUC)
- A well established and popular series of extracurricular programs, family education programs and retreats , some of which very effectively integrate the school into the life of our congregation as a whole

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

1. Empathy—the ability to identify with/relate to the experiences and feelings of all of our learning constituencies (students, teachers, parents, staff and lay leaders)
2. Leadership— the ability to articulate and model an inspiring vision of Jewish life and learning and to organize and motivate staff, lay leadership and the synagogue community around the active pursuit of that vision
3. Passion—personal enthusiasm for Jewish learning and living that is contagious and that moves the individual to give deeply of her/his intellect, emotion, and spiritual life

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

1. Caring for our people and creating a caring community
2. Constantly improving the learning life of our congregation including (in the short term) a review and likely restructure of our school curriculum
3. Working collaboratively with our professional/lay team to balance visionary, creative enthusiasm with a healthy understanding of what is possible both for the educator and for our congregation

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

Above all else, we value being a warm, caring and down-to-earth community.

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

1. Like many congregations, our financial resources are not expanding at the same rate as our vision and enthusiasm. How do we continue to create an excellent, innovative, and exciting Jewish life for our congregation with somewhat limited resources?
2. We need to engage a greater percentage of Temple members in the life, leadership, and activities of our congregation despite the fact that there is increasing competition for people’s limited time and attention.
3. How do we use technology more effectively in communication, programming, and building community?

## 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

<b>General population of location</b>	Belmont 24,730; Greater Boston 4.59 million residents	<b>Total Jewish population</b>	Belmont 2%; Greater Boston 7.2%
<b>JEWISH INSTITUTIONS IN AREA</b>			
<b>JCC</b>	Leventhal-Sidman JCC, Newton, MA		
<b>Federation</b>	Combined Jewish Philanthropies, Boston, MA		
<b>Jewish Family Service</b>	Jewish Family & Children’s Services (various local locations)		
<b>Central Jewish Education Agency</b>	Bureau of Jewish Education Boston		
<b>Jewish Day School (which grades) ?</b>	Rashi School (K-8); Gann Academy (9-12)		
<b>Other</b>	Brandeis University Hebrew College Vilna Shul		
<b>Majority of members’ children attend public school, private school, or Jewish day school?</b>	Vast majority attend public school; some private; some Jewish day school		

## COMMUNITY ATTRACTIONS (cont.)

Colleges, universities and music conservatories in the area include	Brandeis University, Harvard University, Massachusetts Institute of Technology, Tufts University, Bentley University, Northeastern University, Emerson College, Wheelock College, Simmons College, Boston College, Boston University, Lesley University Berklee College of Music, New England Conservatory of Music, Bard College/Longy School of Music
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Boston Symphony Orchestra, Handel & Haydn Society, Boston Pops, Boston Lyric Opera Museum of Science, Museum of Fine Arts, Isabella Stewart Gardner Museum, Institute of Contemporary Art, Children’s Museum, DeCordova Museum and Sculpture Park, Danforth Museum of Art, Rose Art Museum/Brandeis University, Harvard Art Museums, Harvard Museum of Natural History, JFK Library/Museum, MIT Museum, Museum of African American History, New England Aquarium, Discovery Museum, US Constitution Museum Franklin Park Zoo, Garden in the Woods Botanical Garden Red Sox/Baseball, Celtics/Basketball, Bruins/Hockey, Patriots/Football, New England Revolution/Soccer Shubert Theater, Boston Opera House, Colonial Theater, Cutler Majestic Theater, Wang Center, Arts/Emerson, Calderwood Pavilion, Lyric Stage, American Repertory Theatre/Harvard University, Arsenal Center for the Arts, Spingold Theater/Brandeis

## 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.”**

<b>PROPOSED SALARY or SALARY RANGE</b>	Minimum salary base of \$70,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	2 years

<b>STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY</b>						
Medical-Hospitalization	yes	Moving Allowance	no	Books & Periodicals	yes	Sabbatical
Major Medical Insurance	yes	Professional Dues	yes	Congregational Membership	yes	Cell Phone
Dental Insurance	yes	ARJE Conference		Religious School Tuition		Laptop Computer
Long Term Disability Insurance	yes	URJ Biennial		Early Childhood Tuition		Israel Trips
		Regional URJ Gathering				
Other (please specify)	Professional development funds available					

### 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	We will post on JewishJobs.com and at area institutions (Brandeis, Hebrew College, Gann Academy, Rashi, etc.)

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>

<b>Name of person completing this form and position in congregation/institution</b>	Elyse Shuster and Amy Tananbaum, Director of Education Search Committee Co-Chairs
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Elyse Shuster /Amy Tananbaum	<b>POSITION</b>	Co-chairs
<b>STREET ADDRESS</b>	2 Concord Ave		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Belmont, MA 02478		
<b>TELEPHONE NUMBER</b>	(617) 484-6668	<b>FAX</b>	(617)484-6020
<b>E-MAIL</b>	See below		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
<a href="mailto:Elyse.shuster@verizon.net">Elyse.shuster@verizon.net</a>			
<a href="mailto:atananbaum@comcast.net">atananbaum@comcast.net</a>			

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

Beth El Temple Center Mission

**To engage** in joyful, participatory, musical and spiritually meaningful worship.

**To promote** lifelong learning and teaching about Torah, God, Israel, Hebrew Jewish history, culture and values.

**To repair** the world by promoting peace and justice among all people through social action, tzedakah, and acts of lovingkindness.

**To be a welcoming**, caring Reform Jewish community for people of diverse backgrounds and traditions, and to connect with the larger Jewish community.