



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	Sinai Temple (Reform)/Temple Beth El (Conservative)	DATE OF APPLICATION	9/4/16
STREET ADDRESS	1100 Dickinson Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Springfield, MA 01108		
TELEPHONE NUMBER	413-736-3619	FAX	413-733-9329
E-MAIL	hkosovske@sinai-temple.org	WEBSITE	www.sinai-temple.org
URJ DISTRICT	New England	DATE POSITION IS AVAILABLE	January 2017 (See below for the exciting specifics.)
POSITION TITLE	Director of Education for a brand NEW Combined Education Program for both congregations together. The NEW program to be called SOLEL. See job description below for full details.	FULL or PART-TIME	Full

- 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 Data combined for both Sinai Temple & Temple Beth El

	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	Sinai 400 + Beth El 550	Sinai 57 + Beth El 25	Sinai 79 + Beth El 48	Sinai 9 + Beth El 9
FIVE YEARS AGO	Sinai 550 + Beth El 650	More than now	More than now	Sinai 20 + Beth El 20
FUTURE DEMOGRAPHIC PROJECTIONS ARE Status quo. With SOLEL we hope to stabilize numbers and possibly increase.				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
OTHER (specify): Data combined for Sinai and Beth El...													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
OTHER (specify): 		

HEBREW BEGINS IN GRADE	Kg	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	NA			JEWISH PARENTING PROGRAMMING	Yes as part of SOLEL
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Eisner, Crane Lake, Six Points, Kutz, Ramah					

II. DAYS AND TIMES OF CLASSES Solel is a brand new enterprise. The timing of classes along with curriculum will be developed by the new Educator in conjunction with our newly forming Solel Leadership Team composed of representatives from both congregations.

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
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	Sinai--Howard A. Kosovske (interim) [Mark Shapiro (emeritus)]	Full	1 27
SENIOR RABBI	Beth El - Amy Katz	Full	8
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Sinai - Martin Levson Beth El - Elise Barber	Full Part	9 6
EDUCATOR	Sinai - Heather Sullivan Beth El - Caryn Resnick	Part Full	9 22
ASSISTANT EDUCATOR			
ADMINISTRATOR			
PROGRAM DIRECTOR			
YOUTH WORKER	Jay Mustain	Part	1
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.

The Executive Committee of each congregation does review the performance of key staff on an annual basis. Sometimes this involves written review; often a conversation takes place towards the end of the program year.

Solel's Director will be supervised by the Leadership Team of Solel which will be a joint committee composed of five Sinai members and five Beth El members.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Yes	Part-time	New person will be hired for Solel
TO RABBI(S)	Yes	Full	
TO CANTOR(S)	Yes	Part	
TO ADMINSTRATOR			

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

IV. FACILITIES

SANCTUARY Sinai seats 200; Beth El seats 500	NUMBER OF CLASSROOMS	Sinai has 10 classrooms & 3 large space teaching areas; Beth El has 15 classrooms plus large spaces
CHAPEL Beth El seats 75	ART ROOM	Sinai yes
LIBRARY Both synagogues have libraries	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM Both synagogues have large auditoriums	YOUTH LOUNGE	Both synagogues have youth lounges
SANCTUARY / SOCIAL HALL COMBINATION	TEACHER RESOURCE CENTER	There is a community resource center.
	EDUCATOR'S OFFICE	Both synagogues have an educator's office.
	COMPUTER ROOM	No
	STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	Although the specifics of each building are important, please note that the current plan is for Solel to be housed for half a year at Sinai and then half a year at Beth El. We are doing this so as to balance matters AND so as to help children who belong to one or the other of the synagogues have at least half a year in "their own" place.	

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? N/A

AGE of BUILDINGS:	SANCTUARY	Sinai back to 1931; Beth El back to 1965.	SCHOOL	OFFICE AREA	Please note both buildings have been renovated and are in excellent condition.
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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		and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	At Sinai Mishkan Tfilah; at Beth El Siddur Lev Shalem		
The High Holy Day <i>machzor</i> used is	At Sinai Mishkan Hanefesh; at Beth El Machzor Lev Shalem		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

Since we are forming a new entity that will be a part of both Sinai Temple and Temple Beth El, it doesn't seem helpful to note Sinai or Beth El's separate goals. Both congregations place great emphasis on learning. That is what leads to the innovative notion that we ought to merge our separate schools into something greater than either of us can achieve on our own.

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

Sinai is vigorous and attuned to social justice; Beth El is proud of its warm Conservative approach toward Jewish living.

What are the strengths of your educational program?

Each has been in flux and growing/innovating for many years. The strength of each is their willingness to change - even to change into something brand new like Solel.

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

See below for the full job description created by our Solel Task Force.

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

See below...

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

The new Educator needs to be someone interested in creating a brand new school that captures the imagination and needs of a 21st century liberal Jewish family.

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

Each congregation does face demographic challenges, but finances are sound and Solel is one way in which each congregation hopes to renew itself in part.

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, 2017 (See below for explanation.)

VII. COMMUNITY ATTRACTIONS

General population of location	150,000	Total Jewish population	13,000
JEWISH INSTITUTIONS IN AREA			
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	There is a small teacher's resource center.		
Jewish Day School (which grades) ?	Heritage Academy (Kg to 8); Yeshiva Academy -Lubavitch (Kg to 8)		
Other	Harold Grinspoon Foundation is a resource local to our community. National Yiddish Book Center is near us.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public		
Colleges, universities and music conservatories in the area include	Springfield Symphony Orchestra, Majestic Theater, Springfield Art Museums, many colleges locally and up the road from us...UMass Amherst, Amherst College, Smith College, Hampshire College		

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?

See above...Lots is happening in our area. Plus we are one hour away from the Berkshires, which overflow with music, dance, and theater all summer.

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	\$80K - \$100K compensation package (inclusive of benefits)
Percentage of pension (RPB) in addition to salary (15% recommended)	
Length of original contract (two years recommended)	Two years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY					
Medical-Hospitalization		Moving Allowance		Books & Periodicals	
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes
Dental Insurance		ARJE Conference		Religious School Tuition	Yes
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition	
		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, Hebrew College, United Synagogue

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	Howard Kosovske, Interim Rabbi
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Beth Chafetz	POSITION	Co-Chair Solel Task Force
STREET ADDRESS	803 Mapleton Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Suffield, CT 06078		
TELEPHONE NUMBER	860-668-0494	FAX	
E-MAIL	48oreo@cox.net		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Beth Chafetz 48oreo@cox.net			
Stuart Anfang saanfang@aol.com			

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

We are very proud of the creation of SOLEL.

We would like to share the vision statement for the school and after that our job description.

When Does Solel Begin?

We would like to hire the new educational director to start working with us (full time or part time, can be negotiable) in early 2017, beginning to learn our community, our students and families, and our teachers. The new Director will play a central role in the planning and development of the new joint program's curriculum, structure, and organization. The joint program will launch in fall 2017 with the ED serving full time. This gives the new educational director up to 8 months to partner with professional staff and lay leaders building our exciting vision into an inspirational reality. For the 2016-17 school year, each synagogue will continue to operate its separate schools, overseen by their respective educational directors. For the 2016-17 school year, the new Solel Education Director will not be responsible for the final year of operation of the two individual schools.

Vision Statement -

Solel will inspire our students to love Judaism as a source of wisdom and a way of life. Within a pluralistic, caring and inclusive community, our students will learn to think Jewishly and live Jewishly.

Job Description -

Temple Beth El (Conservative) and Sinai Temple (Reform), located in Springfield, Massachusetts, are looking for a creative, visionary Jewish Education Director to guide us as we create a joint innovative educational program called "Solel." This new K-12 educational venture is dedicated to inspiring our students to love Judaism as a source of wisdom and a way of life. Within a pluralistic, caring and inclusive community, our students will learn to think Jewishly and live Jewishly.

Solel will open in September 2017. This position will be available in early 2017 to allow sufficient time dedicated to pre-launch planning. Precise start date is flexible and negotiable.

The full-time Education Director of Solel will build an educational program, integrated into and involving both synagogues. Solel will be a critical part of each synagogue's plan for building the Jewish future.

The Director must be a visionary leader and educator, responsible for articulating Solel's approach to education and its integration into the larger community.

A visionary leader:

- Thinks beyond the traditional classroom settings and experiences to immersive, experiential learning in real Jewish time.
- Builds a collaborative team with other educators, staff and lay leaders.
- Is bold and willing to take risks.
- Understands that supplementary education only makes a difference when students' learning is relevant to them, makes sense in their contemporary context and takes advantage of social media and other modern media - music, film, television, etc.
- Will work to transcend labels, especially in a new educational venture that blends Conservative and Reform traditions.
- Is an extraordinary listener who takes time to get to know the blended Conservative and Reform communities, and helps shape their mission and vision.

Contact for resumes and letters of interest

- Beth Chafetz - 48oreo@cox.net or
803 Mapleton Ave, Suffield, CT 06078

The Director will report to the Solel Leadership Team composed of an equal number of congregants from each synagogue. The Director will be responsible for:

Vision Setting, Strategic Planning and Leadership

- Serves as the chief supplementary school administrator
- Works to establish and develop consensus for institutional vision, mission and philosophy of youth education.
- Establishes a multi-year plan to implement that vision, including assessment of areas of weakness and potential growth and development of new initiatives.
- Collaborates with Solel staff and clergy of Temple Beth El and Sinai Temple for curriculum development.
- Develops structures for assessment and feedback among constituents.

Community Building

- Creates and sustains a pluralistic environment that is inclusive, respectful, and welcoming.
- Involves the stakeholders in the decision-making process of the school with an emphasis on collaboration and outreach.
- Encourages the use of community resources and maintains communication with community members.
- Communicates with parents about program goals, curricula, initiatives and innovations, and provides mechanisms for feedback and evaluation.

Curriculum and Program Development

- Develops and implements policies and innovative programs and curriculum activities in a manner that promotes the educational development of each student and the professional development of each staff member.

- Oversees the development and implementation of a creative and innovative school curriculum. Ensures that the curriculum in use is consistent with the school philosophy and mission statement, as well as meeting the needs of the students and each grade standards.
- Demonstrates knowledge and understanding of current best practices as it relates to curriculum development and program evaluation.
- Plans and participates in all school wide events.
- Supervises and monitors Special Education faculty, programs and policies so that the school is inclusive and safe for all children.
- Designs and implements program evaluation and assessment, including benchmarks for success.

Hiring and Supervision

- Responsible for the supervision of the Solel faculty and staff. In consultation with the Solel Leadership Team, is also responsible for hiring or termination of staff.
- Plans and implements regular professional development opportunities and staff meetings
- Develops and implements faculty evaluations including observation both formal and informal, written evaluations, and development plans for all teachers each year.
- Plans and implements regular staff meetings
- Supervises support and volunteer staff

Recruitment and Marketing

- Recruits families from local synagogues and non-synagogue-member families within Western Mass/ northern CT areas to the school.
- Attends community events and collaborates with lay leaders and professional staff within community Jewish organizations to increase the visibility of the school.
- Develops content for website and other communications materials and supervises their distribution, including an active social media presence.

Financial

- Works with the Solel Leadership Team to prepare and manage a yearly budget that is carefully designed and fiscally responsible.

School Policies

- Develops and implements policies for student evaluation and discipline,
- Maintains students' academic records, health records, report cards, etc.
- Orchestrates intake interviews with prospective students and parents.
- Resolves student problems and discipline issues, teacher and parent issues, etc.

Qualifications

The requirements listed below are representative of the knowledge, skills and/or ability required.

- Solid Judaic background is required with an enthusiasm for Jewish learning.
- Degree and/or license in Education, with a preference given to those with a Masters in Jewish Education.
- Relevant teaching experience and religious school leadership is preferred.
- Organization and management skills required.
- Enthusiasm and strong interpersonal skills to relate well with students, staff, administration, parents and the community
- Technologically literate

Compensation is competitive and commensurate with experience.

Location information

Located in Springfield, MA in western Massachusetts, 1.5 hours from Boston and just north of Hartford, CT, we have all the benefits of city life. We are close to several college campuses in Springfield, Hartford and Northampton/Amherst as well as areas, like the Berkshires, which are easily accessible.