



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 B'NAI TORAH	DATE OF APPLICATION	2/26/16
STREET ADDRESS	2900 JERUSALEM AVENUE		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	WANTAGH, NY 11793		
TELEPHONE NUMBER	516-221-2370	FAX	(516) 221-5082
E-MAIL	spennington@temple-bnai-torah.org	WEBSITE	WWW.TBTWANTAGH.ORG
URJ DISTRICT		DATE POSITION IS AVAILABLE	JULY 1, 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

Part Time Religious School Director – Temple B’nai Torah, Wantagh, NY

Curriculum and Teaching

- Supervise teaching staff
- Hire teaching staff and substitutes
- Supervise non-instructional staff as it relates to the school
- Create master schedule
- Prepare school calendar and coordinate special events
- Supervise and coordinate student volunteer program
- Determine textbooks to be ordered
- Provide professional development
- Teach elective class for high school students
- Substitute in classes as needed
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Fiscal and Oversight

- Prepare proposed budget for school
- Maintain budget
- Document payroll
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Temple Community

- Attend weekly meetings with clergy and staff
- Attend Education Committee meetings
- Attend Temple Board meetings
- Write bi-monthly article for temple newsletter
- Attend TBT PTA meetings as needed
- Attend services as it relates to the school (consecration, confirmation, graduation, etc.)
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Parents and Families

- Plan and coordinate the family education programs
- Coordinate parent-teacher conferences
- Write emails, letters, and communicate with families
- Oversee registration for the school in accordance with temple policy
- Provide tours for new families
- Assist in developing the bar/bat mitzvah tutoring schedules

• 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	462	132	187	35
FIVE YEARS AGO				
FUTURE DEMOGRAPHIC PROJECTIONS ARE 170 STUDENTS IN SCHOOL/130 FAMILIES/34 B/M				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	4	14	16	13	27	19	23	27	16	10	6	8	1
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	K	AND CONTINUES THROUGH GRADE	12	CONFIRMATION BEGINS IN GRADE	8/9
ADULT PROGRAMMING	YES	JEWISH PARENTING PROGRAMMING	YES		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) EISNER/CRANE/KUTZ					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
SUNDAY/MON/TUES	SUNDAY/MON/TUES	MONDAY – 7-8:30PM	MONDAY-7-8:30PM
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		DURING SCHOOL K-6 TH GRADE	
CAMP(CONGREGATION ONLY)			
OTHER (specify) SUN 9-11:30AM/MON 7-8:30PM/TUES 4:30-6PM			

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 MARCI BELLOWS	FULL TIME	7
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	CANTOR STEVEN SHER	FULL TIME	7
EDUCATOR	ELISA BLANK	FULL TIME	3
ASSISTANT EDUCATOR			
ADMINISTRATOR	SUE-ELLEN PENNINGTON	FULL TIME	5
PROGRAM DIRECTOR			
YOUTH WORKER	DANNY STRAUSS	PART TIME	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. N/A

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	SUZANNE KRANZ	PART TIME	3
TO RABBI(S)			
TO CANTOR(S)			
TO ADMINSTRATOR	SUE-ELLEN PENNINGTON	FULL TIME	5

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	4	COMPUTER	
INTERMEDIATE	5	DANCE	
UPPER	3	DRAMA	
BAR / BAT MITZVAH	3	HEBREW	ALL TEACHERS
HIGH SCHOOL / POST B'NAI MITZVAH	SAME	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	NO	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)		1 FULL TIME	

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	16
CHAPEL		ART ROOM	1
LIBRARY	2	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	

OTHER (SPECIFY)

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? NO

AGE of BUILDINGS: SANCTUARY 62 SCHOOL 50 OFFICE AREA 62

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

NO

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in 2008 and became a member of the URJ (UAHC) in 2008

The Shabbat prayer book used is MISHKAN T'FILAH

The High Holy Day *machzor* used is GATES OF REPENTENCE

Has the Religious School received ARJE Accreditation ? NO If yes, in what year ?

What are the three primary goals of your congregation/institution? The goal of Temple B'nai Torah is to provide a spiritual and social Jewish community for all ages, all types of families and all interests, regardless of financial level.

What are the congregation's/institution's strengths? Temple B'nai Torah is a growing vibrant multi-generational congregation that is accepting of all families including interfaith, single gender and single parent or guardian(s). The congregation was formed eight years ago as a result of a successful merger of two other URJ temples – our foundation is based on the fifty year history of both congregations. The congregation has long-standing commitment to lifelong learning. Located forty miles from New York City, we are the largest URJ affiliated congregation in southeast Nassau County. Our clergy and congregational leadership are always creating new programs, new rituals, and new educational opportunities for the temple and the community as a whole. The congregation has a great presence in the community.

What are the strengths of your educational program? The Susanna E. Heiman Religious School is a K through 12 educational program that encourages family participation and includes family classes. The mission of the school is “to nurture, educate and motivate our children to become active lifelong members of the Jewish community. Our course of study encompasses Jewish ethics, culture, history, Israel and Hebrew. Our students participate in various aspects of our Jewish tradition including Torah, prayer, ritual, holidays and social action. We offer family engagement programs for families of students in grades K-6.

Our rabbi and cantor are active participants in the school, teaching classes and planning programs for all grade levels.

In addition to Judaic studies and Hebrew, students participate in weekly classes in art and music. Thanks to the efforts of volunteers and donations, a children's library has been created for use by students and families. The school also has its own teacher resource center.

The school believes that a Reform Jewish education should be accessible to all and makes the necessary accommodations for students with special needs so that they are included in all aspects of the programs offered.

The school's close proximity to New York City provides opportunities for our students to go on field trips to learn more about the rich Jewish history of New York and the United States.

The educational program includes opportunities for our students to participate in services, a youth choir and the temple play. We encourage students to participate in all types of worship opportunities. Many older students choose to serve as student volunteers and tutors in the school and at services. Our NFTY-affiliated youth group provides a myriad of activities for our temple youth and the community at large.

Our high school program, Kulanu, focuses on electives and project based learning.

What three qualities in your Educator are most important to the congregation/institution? The congregation is seeking a hands-on educator who demonstrates passion, compassion, courage and knowledge as a Reform Jewish educator. The successful candidate will have strong interpersonal skills and the ability to implement a curriculum that is creative, innovative and interactive.

The three most important priorities of the congregation/institution's Educator should be: The congregation is seeking an Educator who engages students and families before, during and after Bar/Bat Mitzvah by creating meaningful Jewish experiences and a developmental curriculum that ensures an enduring Jewish education. We want graduates of our school to be proud of being Jewish and knowledgeable enough to enter adulthood as informed confident members of society.

The single most important thing an Educator needs to know about the congregation/institution is: Our clergy and congregational leadership are forward thinking and are invested in a religious school that will be at the forefront of Reform Jewish education.

The three most important issues facing the congregation/institution in the next five years will be: The congregation continues to seek ways to increase its membership and school enrollment. We continually seek new revenue sources and fundraising efforts. We need to have an educational program that engages our families in our school beyond their children's Bar/Bat Mitzvah.

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	1,338,532	Total Jewish population	16%
JEWISH INSTITUTIONS IN AREA			
JCC	Mid Island Y JCC; Sid Jacobson JCC, Friedberg JCC		
Federation	UJA Federation of Long Island		
Jewish Family Service	UJA Federation of Long Island		
Central Jewish Education Agency	Jewish Education Project		
Jewish Day School (which grades)?	Solomon Schechter; HANC		
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	Adelphi University, Hofstra University, LIU-CW Post, Molloy College, Nassau Community College, SUNY-Old Westbury, Queens College, Stony Brook (SUNY); Dowling college, SUNY Farmingdale		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	There are many local theaters, museums, concerts, and venues. The Tilles Center, located on the campus of LIU provides classical music opportunities. There are many local theatre groups. The congregation is in close proximity to Jones Beach State Park. We are 45 miles from New York City.		

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	This is a part-time position, the salary range would be between \$28-\$32,000.
Percentage of pension (RPB) in addition to salary (15% recommended)	Included in total salary package
Length of original contract (two years recommended)	One year

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

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	

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	Tessa R. Kean, Executive Vice President
Signature	<i>Tessa R. Kean</i>

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Judy Novet	POSITION	Trustee- Education Chairperson/Co-Chair Search Committee
STREET ADDRESS	56 Bayview East		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Massapequa, NY 11758		
TELEPHONE NUMBER	516-799-2496	FAX	
E-MAIL	jnovet@optonline.net		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
tbteducatorsearch2016@gmail.com			

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

Temple B'nai Torah's mission is to embody, enhance and perpetuate Jewish tradition by providing a welcoming spiritual home where the community gathers to worship God, study Torah, engage in acts of *Tikun Olam* (repairing the world), participate in Jewish rituals and life cycle events, and experience the joy of being part of a caring community.