



**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>	Vassar Temple	<b>DATE OF APPLICATION</b>	2/26/16
<b>STREET ADDRESS</b>	140 Hooker Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Poughkeepsie, NY 12601		
<b>TELEPHONE NUMBER</b>	845-454-2570	<b>FA</b>	
		<b>X</b>	
<b>E-MAIL</b>	<a href="mailto:rabbi@vassartemple.org">rabbi@vassartemple.org</a>	<b>WEBSITE</b>	Vassartemple.org
<b>URJ DISTRICT</b>	New Jersey West Hudson Valley	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2016
<b>POSITION TITLE</b>	Religious School Director	<b>FULL or PART-TIME</b>	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.

**X 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

## **Religious School Director Job Description**

### **Overview**

Vassar Temple is an historic, close-knit Reform congregation in Poughkeepsie, NY. We have just under 200 families, with about 40 students in our Religious Education Program. We are passionate about providing a quality Jewish education for our children and families. Our goal is to inspire and empower our children and families to live their best Jewish lives: at home; in the Jewish community; and in the wider world.

We are looking to hire a professional Jewish educator who can take our current Religious School program to the next level, by mobilizing and guiding our core of dedicated teachers, parents, and volunteers to create meaningful Jewish experiences for our children.

We currently run a Sunday morning Religious School program (K-7, 9a-12p) and a Wednesday afternoon Hebrew Program (Grades 5-7). Our Wednesday evening high school program (8-12th grade, 6:30-8:30p) is set to combine with that of our local Conservative synagogue this coming fall.

We are seeking a professional who can lead our school into the future with warmth, love and humor. Our new educator will have the opportunity to select (or create) and implement a new curriculum that inspires and engages our children and families. Together with our Rabbi, the educator will be encouraged to create more opportunities for family education, teacher development, and intergenerational experiences with the congregation. We are open to exploring new models of youth and family education.

Our ideal candidate would have both Judaic and Hebrew knowledge, experience teaching in the classroom and/or in experiential settings, and strong interpersonal and administrative skills. **Musical and/or cantorial skills are a plus, and would open up the possibility of an increase in compensation package, as well as an expanded role in the life of the synagogue.**

This is a part-time position. We are looking for someone who can provide 20 hours a week. About half of this time is on-site, during Religious School. The other half can be performed remotely if desired, or in a reserved office space in the synagogue.

### **Goals of our Religious Education Program**

To inspire and empower our children and families to live their best Jewish lives: at home, in the Jewish community, and in the wider world. We seek to create a generation of Jewish children and families who:

- Feel proud of being Jewish, enjoy being part of a Jewish community, take an active role in the community, and are prepared to take on leadership roles in Jewish life.
- Have a Jewish vocabulary for talking about their personal, family, and communal values.
- Celebrate Jewish holidays and life cycles at home and in the synagogue.
- Have a meaningful relationship with their teachers and rabbi.
- Feel connected to the primary Jewish acts of Torah, Avodah and Gemilut Chasadim.

- Feel connected to the Reform movement through camping, NFTY, and the RAC, as well as the global Jewish community, including Israel.
- Ask big questions, and make personal connections between their lives and our people's sacred story.
- Seek out Jewish experiences: music, art, books, learning, travel, camp, youth group, and Hillel.
- Know enough about Judaism to represent their faith and culture to the wider community.
- Feel ownership over their Judaism so that they can create their own Jewish experiences.
- Give back to the community with volunteer work and social action.

### **Educator Responsibilities**

#### **Curriculum Development:**

- Select (or create) and implement an appropriate curriculum for grades K-7. We have budgeted to purchase curricula from CHAI, Mitkadem, or Berhman House Judaic Studies and Hebrew programs.
- Work with teachers to implement the new curriculum, and to coordinate and integrate musical, artistic, dramatic, and other cultural events within the curriculum for each grade.
- Review, revise, and update curriculum to support the vision of Vassar Temple and the Union for Reform Judaism and the needs of those involved with the Religious School.

#### **Training and Supervision of Teachers:**

- Hire and contract with qualified teachers.
- Supervise teachers and offer regular positive and constructive feedback, guidance on the creation and implementation of lesson plans, and an annual written evaluation
- Arrange for periodic faculty meetings, and quarterly professional learning opportunities, to provide support and professional teaching materials to the teaching staff.
- Prepare and update the teaching handbook, including safety and emergency procedures, for distribution and review before the start of classes for the year.

#### **Family Education and Enrichment Programs:**

- Together with the rabbi, the teachers and the Religious School Committee, create and coordinate family education programs to enrich the learning of students. We currently have family programs for 7th grade, led by the rabbi, and would like to see combined-grade family programs once each for K-2, 3-4, 5-6 next year.
- Regularly integrate families and community members into the Religious School Program for the purposes of a comprehensive multi-generational approach to Jewish learning.

- Work with the Religious School Committee to arrange special programs trips for students and families.

### **Temple Responsibilities:**

- Attend the monthly Family Shabbat service from September to May, as well as Temple events planned for children and families e.g. Consecration Services, Confirmation, and Purim.
- Work with the rabbi to create opportunities for participation by each class in at least one Shabbat service during the year.
- Attend Religious School Committee meetings as requested by the Committee (once/month), and work with the Committee to prepare regular communications with the Board.

### **Administration:**

- Work with the Temple's Office Manager in order to coordinate the Registration process, collect and supply attendance data, staff work hours, expense reports, the ordering of resources and supplies, and other operational details necessary for the business matters of the school.
- Follow-up with students, teachers, and parents regarding attendance, progress, and behavioral concerns as needed.
- Track progress of students in their Hebrew studies, whether they attend the Hebrew School or use a tutor.
- Formulate and oversee individualized instruction plans to meet the needs of specific students.
- Communicate regularly with the parents of Religious School students by sending out a weekly informational email, and providing a *Parent Handbook*, including a curriculum outline for each grade at the start of each school year.
- Create opportunities for parent involvement in the Religious School in conjunction with the Religious School Committee.
- Write a monthly column for the Vassar Temple bulletin, as well as occasional content for our blog.
- Operate within the budget approved by the Vassar Temple Board of Trustees. Present a proposed annual budget to the Religious School Committee.

### **Public Relations/Community Responsibilities:**

- Maintain contact with other area synagogues and with the Jewish Federation of Dutchess County, to coordinate calendars and to plan combined educational programs and special events. Participate in monthly Jewish Professional Roundtable at the Jewish Federation.
- Support participation of Vassar Temple students and families in activities in the Dutchess County Community, including: Gesher (Community Jewish High School), Mitzvah Day, and other community-wide programs.

- Together with the Rabbi and the Religious School Committee, seek out further opportunities for outreach to the wider Dutchess County community.

**\*Other tasks as agreed upon by the Rabbi, Education Director, Religious School Committee or Executive Board.**

## 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	185	~35	~45	6-10
FIVE YEARS AGO	~225	~45	~65	8-12
FUTURE DEMOGRAPHIC PROJECTIONS ARE		We believe the downward trend has bottomed and we are moving upward.		

## NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	7			5		5	10	14	5				
OTHER (specify):		We have a monthly "Tiny Temple" program for Pre-K run by volunteers, attended by about 3-5 families.											

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

HEBREW BEGINS IN GRADE	5	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	Weekly Torah and Talmud classes taught by Rabbis, Regular weeknight learning series			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Eisner, Crane Lake, Sci Tech				

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST- CONFIRMATION
Sundays 9a-12p	Wednesdays 4:30-6	See below	See below
WEEKDAY CHILDHOOD	EARLY DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Currently for b'nai mitzvah families only	
CAMP(CONGREGATION ONLY)			
OTHER (specify)	Our High School students attend a Community High School Program on Wednesday nights from 6:30-8:30		

## 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 Leah Berkowitz	Full	1
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Elisa Dugatkin (Soloist)	Part	12
EDUCATOR	Dr. Joel Hoffman	Part	4 (leaving 6/30/16)
ASSISTANT EDUCATOR			
ADMINISTRATOR	Sherrie Geisler	Full	3
PROGRAM DIRECTOR			
YOUTH WORKER	Shira Teich	Part	1
EARLY CHILDHOOD EDUCATOR			
Senior Scholar	Rabbi Paul Golomb	Emeritus	1 year (15 years as Rabbi)
Rabbi Emeritus	Rabbi Steven Arnold	Emeritus	(21 years as Rabbi)

**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 director is reviewed annually by the temple president in cooperation with the Executive Committee with input from the Rabbi. We are exploring the possibility of transferring the supervision of the Religious School Director to the Rabbi.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR		

NUMBER OF TEACHERS	SPECIALISTS
COORDINATORS / DEPARTMENT HEADS	ART
PRIMARY 6	COMPUTER
INTERMEDIATE 2	DANCE
UPPER	DRAMA
BAR / BAT MITZVAH	HEBREW 3 (Including Rabbi)
HIGH SCHOOL / POST B'NAI MITZVAH 2 (including)	LEARNING CENTER



	Rabbi)	
<b>ARE THERE ANY FULL-TIME TEACHERS?</b>		<b>LIBRARIAN 1 Volunteer</b>
<b>CUSTODIAL STAFF (specify full or part-time)</b>	Part time, cleans on Mondays, set up during the week	

#### IV. FACILITIES

<b>SANCTUARY</b>	Yes	<b>NUMBER OF CLASSROOMS</b>	5
<b>CHAPEL</b>	Yes	<b>ART ROOM</b>	No
<b>LIBRARY</b>	Yes	<b>MUSIC ROOM</b>	No
<b>SOCIAL HALL / AUDITORIUM</b>	Yes	<b>YOUTH LOUNGE</b>	Yes
<b>SANCTUARY / SOCIAL HALL COMBINATION</b>		<b>TEACHER RESOURCE CENTER</b>	Yes
		<b>EDUCATOR'S OFFICE</b>	Yes
		<b>COMPUTER ROOM</b>	No
		<b>STUDENT LEARNING CENTER</b>	No
<b>OTHER (SPECIFY)</b>			
<b>IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?</b>		No	

<b>AGE of BUILDINGS:</b>	<b>SANCTUARY</b>	1953	<b>SCHOOL</b>	1953	<b>OFFICE AREA</b>	1953
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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.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1848	and became a member of the URJ (UAHC) in
The Shabbat prayer book used is	Mishkan Tefillah	

<b>The High Holy Day <i>machzor</i> used is</b>	<b>Gates of Repentance</b>
<b>Has the Religious School received ARJE Accreditation</b>	<b>If yes, in what year</b>

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

1. To inspire and empower our children and families to live their best Jewish lives: at home, in the Jewish community, and in the wider world.
2. To create meaningful experiences of Torah, Avodah, and Gemilut Chasadim for our members and their families.
3. To engage with the greater community to pursue justice and perform acts of kindness.

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

1. Our new Rabbi is committed to leading us through a thoughtful change process that will involve creating meaningful worship, intergenerational learning, and community engagement.
2. We have a very dedicated core of volunteers and active members who work hard to support the life of the synagogue.
3. We have good relationships with the other synagogues in Dutchess County as well as the Jewish Federation, area professionals meet regularly to plan joint events and address local concerns.
4. We are very involved in social action projects throughout the community.

What are the strengths of your educational program?

1. We have an excellent group of teachers who are creative, self-starters and who love our children.
2. Our Religious School committee offers continuous support to the school by planning trips and special events.
3. Our Rabbi is a graduate of the NYSOE program at HUC-JIR and is involved in the school through tefillah, family education programs, and classroom pop-ins.

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

1. Knowledge and passion for Jewish learning and a love for the Jewish people.
2. Strong interpersonal and leadership skills.
3. Strong organizational and administrative skills.

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

1. Determining the best curricula for our Hebrew and Judaics programming.
2. Building relationships with our teaching staff and providing both one-on-one support and regular professional training.
3. Engaging parents, volunteers, and lay leaders in order to create new opportunities for intergenerational learning and the participation of Religious School families in the life of the congregation.

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

We are a 168 year old congregation, with several multi-generational families, as well as many who grew up in the congregation and have stayed or returned to raise their families. In a recent "Discovery Session," our older members were passionate about moments in their Jewish life when the entire congregation worked together on a project or participated in family learning or celebration. Our Rabbi and our leadership hope that, together with our new educator, we can create new opportunities for intergenerational learning and action, through family education, community social action projects, Shabbat and holiday celebrations.

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

1. Engaging and retaining our current members, particularly Religious School families, and reaching out to build new relationships.
2. Working with area synagogues and secular institutions in order to maximize our potential impact through the intentional sharing of resources.
3. Integrating several new professionals (rabbi, educator) into the life of our congregation, and developing a joint vision as to who we want to be in the 21st century.

## 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 ?	6/30/16

## VII. COMMUNITY ATTRACTIONS

General population of location	300,000	Total Jewish population	~10,000
JEWISH INSTITUTIONS IN AREA	7 temples in County		
JCC	No		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	No		
Jewish Day School (which grades) ?	No		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	public		
Colleges, universities and music conservatories in the area include	Vassar College, Marist College, Dutchess Community College		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Half-Moon Theater, Community Playhouse, Vassar College Powerhouse Theater, Bardavon Theater, Mid-hudson Civic Center, Dia Art Center, Numerous historic sites, Dutchess Stadium, Walk-way over the Hudson, city centers of Beacon, Poughkeepsie, and Kingston,		

## 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 \$25,000-30,000**

**Percentage of pension (RPB) in addition to salary (15% recommended)** 0

**Length of original contract (two years recommended)** 2 years

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	No	Moving Allowance	No	Books & Periodicals	No	Sabbatical	No
Major Medical Insurance	No	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	No	ARJE Conference*		Religious School Tuition	Yes	Laptop Computer	No
Long Term Disability Insurance	No	URJ Biennial*		Early Childhood Tuition	N/A	Israel Trips	No
		Regional URJ Gathering*					
Other (please specify)	*Discretionary funds may be made available for conference fees.						

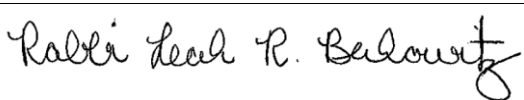
### Social Security is required by Federal Law

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	Jewish Jobs, Religious School Director

### 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>	Rabbi Leah R. Berkowitz
<b>Signature</b>	

### CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Rabbi Leah R. Berkowitz	<b>POSITION</b>	Rabbi
<b>STREET ADDRESS</b>	140 Hooker Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Poughkeepsie, NY 12603		
<b>TELEPHONE NUMBER</b>	845-418-2713	<b>FAX</b>	
<b>E-MAIL</b>	rabbi@vassartemple.org		
<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:rabbi@vassartemple.org">rabbi@vassartemple.org</a> , <a href="mailto:president@vassartemple.org">president@vassartemple.org</a>			

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

## Vassar Temple Mission Statement

Since its founding as The Congregation Brethren of Israel in 1848, Vassar Temple has dedicated itself to the worship of God in accordance with the Jewish faith. Our congregation seeks to cultivate a love and understanding of our Jewish heritage through the practice of Reform Judaism. Vassar Temple provides a home for us and for our children in which we strive to stimulate and strengthen the bonds of fellowship and loyalty to Torah.

The Congregation of Vassar Temple seeks to:

- support the worship, life cycle events, and spiritual needs of each of our members;
- educate our children, fellow congregants, and the general community about Jewish history, values, beliefs, and current issues;
- reach out to and welcome non-Jewish congregants and unaffiliated Jews;
- promote Jewish values by undertaking meaningful projects and actions within the community;
- strengthen our bonds with fellow Jews locally, nationally, and worldwide.