

II. DAYS AND TIMES OF CLASSES

WEEKDAY EARLY CHILDHOOD Monday-Friday 7am-7pm	HEBREW SCHOOL	CONFIRMATION Tuesday 6:30-8:45	POST-CONFIRMATION Tuesday 6:30-8:45
RELIGIOUS SCHOOL Sunday 9:30-12:00 Tuesday 4:00-6:00 Thursday 4:00-6:00	DAY CARE Monday-Friday 7am-7pm	JEWISH PARENTING/FAMILY PROGRAMMING Tot Shabbat, 1 Saturday/month	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	Rabbi Scott B. Weiner	Full	7
RABBI	Rabbi Beth Nichols	Full	9
CANTOR	Cantor Randall Schloss	Full	0 (Starting 7/16)
CHAVAYA DIRECTOR (Religious School)	Rebecca Elkus-Ferst	Full	4
EXECUTIVE DIRECTOR	Anita Aronoff	Full	4 (1 in current position)
EARLY CHILDHOOD DIRECTOR	Nancy Bossov	Full	6
EARLY CHILDHOOD ASSISTANT DIRECTOR	Laurie Thomas	Full	18 (4 in current position)

Does the professional staff undergo a regular performance review process?		Education Staff has a regular review process
How often?	Annual formal review	Please include a description of this process, especially as it applies to the educator. The Director of Early Childhood Jewish Education will meet on a weekly or bi-weekly basis with the Director of Congregational Learning. Once a year, the Director of Congregational Learning will prepare a set of reflection questions for a performance review. The Director of Congregational Learning and Director of Early Childhood Jewish Education will both prepare responses to the questions and discuss them at a scheduled meeting. The meeting will also include setting professional development goals for the coming year.

PLEASE INDICATE NUMBER OF AUXILIARY STAFF AND WHETHER EACH IS FULL OR PART TIME.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL-TIME STAFF	PART-TIME STAFF
TO EARLY CHILDHOOD EDUCATOR(S)	0	2
TO RELIGIOUS SCHOOL EDUCATOR	1	0
TO RABBI(S)	1	1
TO CANTOR(S)	0 (Shared with rabbis)	0
TO ADMINSTRATOR	2	2

NUMBER OF TEACHERS		SPECIALISTS	
TEACHERS (Chavaya - Religious School)	22	ART	0
TEACHERS (Early Childhood)	30	COMPUTER	0
SUPERVISORS / COORDINATORS	0	DANCE	0
	0	DRAMA	0

	0	HEBREW (Religious School)	2
	0	LEARNING CENTER	0
	0	LIBRARIAN	1
	0	CUSTODIAL STAFF (FULL/PART TIME)	4

IV. FACILITIES

SANCTUARY	X	COMPUTER ROOM	<input type="checkbox"/>
CHAPEL	X	ART ROOM	<input type="checkbox"/>
LIBRARY	X	MUSIC ROOM	<input type="checkbox"/>
SOCIAL HALL / AUDITORIUM	X (3)	YOUTH LOUNGE	X
SANCTUARY / SOCIAL HALL COMBINATION	<input type="checkbox"/>	TEACHER RESOURCE CENTER	X
STUDENT LEARNING CENTER	<input type="checkbox"/>	EDUCATOR'S OFFICE	X
EARLY CHILDHOOD FACILITY	X	NUMBER OF CLASSROOMS	10 Early Childhood, 14 Religious School
OTHER (PLEASE SPECIFY)	Early Childhood Indoor Gym		

AGE of BUILDINGS:

MAIN SANCTUARY	50	CHAPEL	50	SCHOOL	40	LIBRARY	40	OFFICE AREA	50
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*The Kehillah School wing was fully renovated 5 years ago and 3 additional classrooms were renovated in the last year.

DO THE EARLY CHILDHOOD CENTER AND THE RELIGIOUS/HEBREW SCHOOL SHARE SPACE?

The Kehillah School is a secure facility with code-entry doors separating it from the rest of the building. Some multi-purpose spaces in the building are used by both schools. One early childhood classroom is used by the Religious School program on Sundays. No classrooms are shared during the week.

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

No satellite facility

V. PRIORITIES FOR THE EARLY CHILDHOOD EDUCATOR

ACTIVITY IN COMMUNITY		INFORMAL EDUCATION/RETREATS	
ASSEMBLIES	Yes	ISRAEL PROGRAMMING	Yes
CAMP INVOLVEMENT		LIBRARY/MEDIA	
CONGREGATIONAL PROGRAMMING	Yes	SCHOOL ADMINISTRATION	
CIRRICULUM DEVELOPMENT	Yes	TEACHER TRAINING	Yes
FAMILY EDUCATION	Yes	TEACHING ADULTS	
HEBREW		TEACHING CHILDREN	
JEWISH PARENTING PROGRAMS	Yes	TECHNOLOGY (COMPUTERS, ETC.)	

VI. CONGREGATIONAL IDENTITY

The year the Congregation / Institution was founded	1908	The year is became a member of the URJ (UAHC)	1923
The Shabbat prayer book used	Mishkan T'filah		
The High Holy Day <i>machzor</i> used	Transitioning to Mishkan Hanefesh from Gates of Repentance		

<p>What are the three primary goals of your congregation/institution?</p>	<ol style="list-style-type: none"> 1. Spirituality - We aim to provide a spiritual home in the community for all; members and non-members alike. Through our worship, life-cycle work and pastoral care, we have created a very welcoming community. 2. Education - a place of learning for all congregants; immersing our children in Jewish education and providing an atmosphere for continued growth for adults. 3. Community- We continue to engage our membership in an inclusive and active way. We are focused on both in-reach and outreach and are putting a greater emphasis in engaging members outside the walls of the synagogue.
<p>What are the congregation's/institution's strengths?</p>	<ol style="list-style-type: none"> 1. Temple Israel is welcoming and actively inclusive. 2. We offer a wide variety of programming aimed at all demographic and interest groups. We have very active brotherhood, sisterhood (both of which are younger than most congregations' brotherhoods and sisterhoods), youth groups (ranked top-ten in all of NFTY) and social action committee. 3. Open to and seek out innovation. 4. Our Kehillah School for Early Learning - full day early childhood program (infants through pre-Kindergarten which replaced the traditional nursery school in Sept 2011) – is already renowned movement-wide. 5. We have a progressive Board of Trustees open to exploring new and different ways to make the temple enticing and viable for the long term.
<p>What are the strengths of your early childhood program?</p>	<ol style="list-style-type: none"> 1. Children love being part of the Kehillah School because of our nurturing faculty, beautiful facility and child-centered educational philosophy. 2. Unique Jewish institution that meets the needs of families with two working parents. 3. The integration of Jewish learning with the highest-quality early childhood education. 4. Families find great value in wider Temple Israel programming in addition to Kehillah School activities.
<p>What three qualities in your Early Childhood Educator are most important to the congregation/institution?</p>	<ol style="list-style-type: none"> 1. Experience planning creative Jewish programming 2. Outgoing and welcoming personality 3. Ability to work both as part of a team and independently
<p>The three most important priorities of the congregation/institution's Early Childhood Educator should be:</p>	<ol style="list-style-type: none"> 1. Supporting faculty, particularly in the area of implementing Jewish curricula 2. Maintaining high quality and rich content of school-wide Jewish programming 3. Planning and implementing congregation-wide programs for families with young children in collaboration with the Senior Staff
<p>The single most important thing</p>	<p>The Kehillah School is only one example of Temple Israel's commitment to</p>

an Early Childhood Educator needs to know about the congregation/institution is:	family engagement, creative Jewish education and innovative approaches to Jewish life.
The three most important issues facing the congregation/institution in the next five years will be:	<ol style="list-style-type: none"> 1. Temple Israel shares in the larger Jewish community's task of making temple affiliation relevant for the next generation. 2. Ensuring the long term financial stability/long term health and growth of the temple. 3. Fostering a growing culture of ownership and volunteerism in a community with very busy stakeholders.

VII. INCUMBENT EARLY CHILDHOOD EDUCATOR

Has the current Early Childhood Educator been informed that the congregation / institution is in placement?	Yes
On what date will the current educator relinquish his/her position?	June 3, 2016

VIII. COMMUNITY ATTRACTIONS

General population of location	75,000	Total Jewish population	14% of Westchester County
Number of other Jewish congregations in the area	5 in New Rochelle	Number that are Reform	Many in Westchester
JCC	Yes	Federation	Yes
Jewish Family Service	Yes	Central Jewish education agency	Yes
Jewish grade school	Yes (4)	Grades?	K-12
What kind of schools do the majority of members' children attend?	Public School		
Colleges, universities and music conservatories in the area include	Iona College, Pace University, College of New Rochelle, SUNY Purchase, Sarah Lawrence		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	Close Proximity to New York City in addition to Westchester offerings		

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. For example, the "Proposed Salary" section should read, "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	Fulltime – \$50,000-75,000 dependent on experience Part-time – \$20,000-40,000 dependent on experience
Percentage of pension (RPB) in addition to salary (15% recommended)	Included, percentage negotiable
Length of original contract (two years recommended)	Our typical first agreement is for two years

STANDARD BENEFITS FOR THE EARLY CHILDHOOD EDUCATOR, IN ADDITION TO SALARY

Major Medical Insurance	X	Congregational Membership	X	ARJE Conference	+	Cell Phone	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	Religious School Tuition	X	NAEYC Conference	+	Laptop Computer	<input type="checkbox"/>
Medical-Hospitalization	X	Early Childhood Tuition	*	ECE-RJ Conference	+	Israel Trips	<input type="checkbox"/>
Long Term Disability Insurance	<input type="checkbox"/>	Professional Dues	X	URJ Regional Conference	<input type="checkbox"/>	Moving Allowance	<input type="checkbox"/>
Sabbatical	<input type="checkbox"/>	Books & Periodicals	+		<input type="checkbox"/>		<input type="checkbox"/>
Other (please specify)	* Partial + A set amount will be provided for professional development, including attendance at conferences. The amount can be apportioned at the discretion of the individual.						

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.	ECE-RJ

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will:

- In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
- Refrain from contacting private individuals;
- Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
- Reimburse all travel and related expenses for an Educator invited for an interview;
- Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS* ("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;
- 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.
- NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EARLY CHILDHOOD EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.**

Name of person completing this form	Rabbi Beth Nichols	Position in congregation / institution	Rabbi and Director of Congregational Learning
Signature	Beth Nichols		Date 5/25/2016

CHAIRPERSON OF THE EARLY CHILDHOOD EDUCATOR SEARCH COMMITTEE

NAME	Rabbi Beth Nichols		POSITION	Rabbi and Director of Congregational Learning	
STREET ADDRESS	1000 Pinebrook Boulevard				
CITY, STATE/PROVINCE	New Rochelle		ZIP CODE/POSTAL ZONE	10804	
TELEPHONE NUMBER	914-235-1800	FAX	914-235-1854		
E-MAIL	rabbinichols@tinr.org				
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):					
rabbinichols@tinr.org ; rabbiweiner@tinr.org ;					

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

Mission Statement:

Temple Israel of New Rochelle is a warm and inclusive synagogue that brings together families and individuals of all backgrounds by building on a rich tradition of religious spirit and diverse programming. Committed to Reform Judaism, Temple Israel's congregants worship together, celebrate together and learn together. In this way, Temple Israel of New Rochelle enriches the lives it touches.

Director of Early Childhood Jewish Education
Temple Israel of New Rochelle

The position of Director of Early Childhood Jewish Education is a new position at Temple Israel. As our program has grown, we have an opportunity to divide early childhood leadership responsibilities among a number of people. This position will include responsibilities in the Kehillah School, our full-day early childhood program, as well as responsibilities within the wider Temple Israel community aimed at engaging families with young children. The Director of Early Childhood Jewish Education will report to the Director of Congregational Learning and will work in partnership with the Kehillah School Director. Depending on whether the person hired to fill this position is full-time or part-time, the duties of the position include, but are not limited to:

Kehillah School:

- Member of Kehillah School Leadership Team, working in partnership with the Kehillah School Director and Assistant Director
- Participate in hiring of new teachers and orient new staff to the Jewish character of the Kehillah School
- Plan and implement staff training on Jewish holidays and concepts
- Serve as a Jewish Resource for Kehillah faculty and parents
- Coordinate in-school Jewish observances, including weekly Shabbat celebrations and special events for holidays
- Coordinate involvement of senior staff with classes and special events
- Work with cantor to establish Jewish music curriculum for Kehillah School

Bridge between Kehillah School and Temple Israel:

- Serve as a “Temple Israel” face to Kehillah families
- Engage Kehillah families in temple-wide activities
- Help connect Kehillah parents with temple projects and committees that match their skills and interests
- Collaborate with Chavaya Director to help transition kids from Kehillah to Chavaya
- Facilitate integration of Kehillah and non-Kehillah families at events

Temple Israel Community:

- Participate regularly in senior staff meetings
- Make personal connections to families with young children
- Maintain database of families with young children
- Collaborate with senior staff to plan and implement temple-wide holiday programming
- Coordinate and participate in monthly Tot Shabbat celebrations in conjunction with clergy
- Facilitate PJ Library subscriptions and PJ Library related programming
- Create new early childhood engagement programs and strategies