



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 Israel	DATE OF APPLICATION	Nov 1, 2016
STREET ADDRESS	4901 N. Pennsylvania Ave.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Oklahoma City, OK 73112		
TELEPHONE NUMBER	405-848-0965	FAX	405-848-0966
E-MAIL	tbirabbi@coxinet.net	WEBSITE	www.TheTempleOKC.org
URJ DISTRICT	Southwest	DATE POSITION IS AVAILABLE	June 1, 2017
POSITION TITLE	Temple Educator ("RSD" + youth & adult programs)	FULL or PART-TIME	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 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

Job Description: Temple B'nai Israel Temple Educator (Full-Time)

Temple B'nai Israel is a close-knit Reform congregation in Oklahoma City, Oklahoma. Full-time Educator is a new position for us, replacing two part-time positions. We are excited to build our staff with someone who is excited about Jewish education, wants to be part of a team, enjoys helping others to meaningfully live as Jews.

Our Full-Time Educator will:

- run the day-to-day administration of our weekly Hebrew School
- oversee our three youth groups (Club 54 for 4th & 5th graders; Jr. OKATY for middle school students; OKATY for high school)
- plan and implement our High Holy Day youth services or programs and Tot Shabbat
- share administrative duties for the Sunday school (Pre-K-10th grade), co-directing it with the educator from Emanuel Synagogue, our nearby Conservative congregation. Our Inter-Congregational Sunday School (ICSS) and is one of the longest running Reform-Conservative partnerships for youth education in North America.
- be responsible for holiday, Shabbat, and other special programs throughout the year

We look forward to hiring someone enthusiastic about guiding a Jewish educational vision with the very best in educational practices and congregational engagement.

Our ideal candidate possesses strong administrative skills, both Judaic and Hebrew knowledge; experience teaching in the classroom and/or in an experiential setting, as well as strong communication and interpersonal skills. We expect our Educator to be conversant in Microsoft software, ready to utilize many forms of social, electronic, and traditional media to communicate with our families, and willing to learn our membership software.

Responsibilities include:

- Administer the midweek Hebrew School, including but not limited to:
 - Recruiting, hiring, training, and supervising teachers and madrichim
 - Planning curriculum and choosing appropriate resources
 - Building relationships with parents and students
 - Budget planning
 - Review, revise, and update the curriculum to support the vision of Temple B'nai Israel
 - Working with the Rabbi and Music Director to ensure the curriculum of the Hebrew School meets goals for b'nai mitzvah preparation and educating towards confident, competent Reform Jews
- Co-Direct the Inter-Congregational Sunday School (ICSS) with the Educator from Emanuel Synagogue, *sharing responsibilities* including but not limited to:
 - Meet regularly with the co-director to share all administrative duties
 - Recruit, hire, and supervise religious school teachers and post-Confirmation madrichim
 - Periodically initiate meetings with the rabbis from both congregations to give reports and to collaborate.
 - Attend ICSS Committee Meetings, set agendas, and follow through with committee members as appropriate.
 - Provide ongoing teacher development
 - Budget planning
 - Review, revise, and update the curriculum to support the vision of the ICSS
 - Integrate family programming into the school curriculum

- Direct informal youth programs, including:
 - Club 54, a youth group for 4th-5th graders
 - Jr. OKATY, a youth group for middle schoolers
 - OKATY, a youth group for high schoolers
 - Promote Jewish summer camp and other Jewish experiences outside of Oklahoma City
 - Connect to our post-Confirmation students in high school and into young adulthood
 - Recruit and work with local young adults, parents, and other potential volunteers to ensure safe, fun, and meaningful youth programs at home and in the NFTY region
- Plan and implement, along with staff and volunteers, other congregational programs, including:
 - Jewish holiday programs (for instance: Shavuot Cheesecake Contest with 10 Commandments theme; Sukkot Wine Tasting; Hanukkah Shabbat; Sh'lach Manot)
 - Other Special events (for instance: Self Defense for Women; Special Shabbatot)
 - Support the work of Social Action Committee and other lay-led initiatives, as appropriate
- Our Educator will also:
 - Effectively communicate with our membership about Hebrew School, ICSS, Youth Programs, and other programs of the congregation
 - Be mindful of how the program life of the Temple reflects our mission
 - Enlist and engage volunteers
 - Participate in the staff team's development of the annual calendar, with a particular responsibility for representing, coordinating, and scheduling youth education and informal youth programs
 - Attend weekly Temple staff meetings
 - Join other Temple staff members in attending city-wide Jewish Professionals meetings convened by the Jewish Federation of Greater Oklahoma City
 - Be a part of the Temple team in evaluating and envisioning how our work contributes to the mission of our sacred community

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	297	52 (44 TBI)	83 (72 TBI)/ 20 TBI Hebrew School	5-8
FIVE YEARS AGO	314	52	84	7
FUTURE DEMOGRAPHIC PROJECTIONS ARE <i>Either we grow younger families or our numbers will decline.</i>				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
7	6	7	8	8	7	6	4	10	5	8	7		
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
OTHER (specify): The Temple runs a pre-school with about 100 children enrolled. There is a full time pre-school director who is part of our staff but the programs do not overlap. The curriculum includes Jewish holidays but it is a school that welcomes and is attended by children of many faiths and backgrounds.		

HEBREW BEGINS IN GRADE 3	AND CONTINUES THROUGH GRADE 6	CONFIRMATION BEGINS IN GRADE 10
ADULT PROGRAMMING Mostly implemented by the rabbi or Adult Ed Committee	JEWISH PARENTING PROGRAMMING Some	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Greene Family Camp (URJ) in Bruceville, TX. Camp Chaverim is a summer day camp at our facility run by the Jewish Federation of Greater Oklahoma City.		

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, 10-12	Wednesday, 4:30-6	Sunday, 10-12	Sunday Madrichim
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
M-F, 9-11:30 a.m.	n/a	Occasional Sundays	n/a
CAMP(CONGREGATION ONLY) June and July, M-F, all day, at our facility but run by the Jewish Federation of Greater Oklahoma City			
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	Vered Harris	FT	4
ASSOCIATE RABBI			
ASSISTANT RABBI			
MUSIC DIRECTOR	Linda Matorin Sweenie	FT	2
*EDUCATOR	Janiece Gratch (retiring)	PT	13
ASSISTANT EDUCATOR			
ADMINISTRATOR	Rick Gratch	FT	2
*PROGRAM DIRECTOR	Barbie Greer	PT	2
*YOUTH WORKER	Barbie Greer	PT	10
EARLY CHILDHOOD EDUCATOR	Vivian Cohen	FT	11
<i>*These are the positions we are combining to create one full time position</i>			

**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.**

We are a small staff and do not have a “one size fits all” process. We are currently developing regular performance reviews for our professional staff and will be happy to work with our new Educator to create a process that is mutually agreeable. When they are given, Performance Reviews are from a member of the Board. In the case of the Educator, it would be by the chairperson of the Religious School Committee or a member of the Executive Committee.

Perhaps just as importantly, our goal-setting process includes a staff planning session where we review the mission of the congregation, our individual jobs, the committees we work with, and how we each contribute to achieving the larger vision of the Temple. Each staff member and the President of the congregation creates specific goals for the upcoming 6-months. We then collaboratively review the progress at our weekly staff meeting, looking at one goal per week and discussing with each other the obstacles, successes, and support we need for accomplishing them. In December we met to create our January-July goals, and in June after our new Educator begins we will meet for our July-December goals. This is a new process for us, and we are sure it will continue to develop as we become more intentional and collaborative as a staff team.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		PT for Hebrew School only	1
TO RABBI(S)	Nichole Forbes	FT	2
TO CANTOR(S)	Nichole Forbes	FT	2
TO ADMINSTRATOR	Nichole Forbes	FT	2

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	0	MUSIC	1 – Music Director
PRIMARY (preK-1 st)	3	COMPUTER	0
INTERMEDIATE (2 nd -4 th)	3	DANCE	0
UPPER (5 th -7 th)	3-4 (teachers may change at semester)	DRAMA	0
BAR / BAT MITZVAH (tutoring)	1 - Music Director	HEBREW	0
HIGH SCHOOL / POST B'NAI MITZVAH (8 th -10 th)	3-6 (teachers may change at semester)	LEARNING CENTER	0
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	2 Full Time		

IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	13
CHAPEL	X	ART ROOM	0
LIBRARY	X	MUSIC ROOM	0
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	X
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	X
^the sanctuary wall can open to the social hall, although they are mostly kept as separate spaces		EDUCATOR'S OFFICE	X
		COMPUTER ROOM	0
		STUDENT LEARNING CENTER	0
OTHER (SPECIFY)	Shabbat tot room, children's library, lounge for adults, basketball gym, outdoor swimming pool (summer only), locker rooms with showers, two outdoor playgrounds, garden beds, large outdoor green spaces, commercial kitchen.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes, but not every room.		

AGE of BUILDINGS:	SANCTUARY	1955	SCHOOL	1955	OFFICE AREA	1955 (all areas have been refurbished)
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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.
 The Temple and Emanuel Synagogue alternate buildings every year for Sunday school. In the 2016-17 academic year our Sunday school meets at the Temple. In 17-18 it will meet at ES. Hebrew School is run separately, so our Hebrew School is always in our building (and theirs is at their synagogue).

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1903	and became a member of the URJ (UAHC) in	1903
The Shabbat prayer book used is	Mishkan T'fillah		
The High Holy Day <i>machzor</i> used is	Mishkan Ha-Nefesh		
Has the Religious School received ARJE Accreditation ?	Yes	If yes, in what year ?	1989. We have a three-year plan to satisfy the requirements again by 2020.

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

We think this is best expressed with our Board's statement about who we are:

Temple B'nai Israel, founded in 1903, is the center of Reform Judaism in Central Oklahoma. We are an inclusive, diverse congregation, welcoming all who wish to worship, study and develop cultural and social ties through the practice of Reform Judaism. We aim to be a vibrant center of Reform Judaism where members find meaning through spiritual practice, lifelong learning and social justice. We strive to create gateways to Jewish life that build a sacred community, affirm respect for all people, and nourish Jewish identity through the three pillars of Judaism: *Torah* (Learning); *Avodah* (Spiritual Practice); and *Gemilut Chasadim* (Acts of Kindness).

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

We are a very close-knit community with vibrant, creative, and energetic Temple leadership. There is a strong sense of history in Oklahoma City with lots of legacy families. We are proactive in engaging with organizations outside of our congregation, and are particularly proud of our interfaith work. Our Board leadership takes pride in their Temple, and visitors often remark on the warmth and friendliness of our congregants.

What are the strengths of your educational program?

We believe every Jewish child can grow up to be a competent and confident member of the Jewish community. Our ICSS provides traditional and experiential Jewish education from Reform and Conservative perspectives to supplement family practice and congregational participation. Our midweek Hebrew Program focuses on Reform prayer and its relevance for today. This balance helps learners in our program move forward with a developing view of their place in the world as Reform Jews. We can grow in our accommodations for children who learn differently or have special needs, and we are interested in new ways to boost the effectiveness of our program. In the spring of 2016 we hired a consultant, Amanda Winer, who is a PhD student at NYU that formerly worked at the Institute for Southern Jewish Living. Ms. Winer reviewed our program, visited with our teachers, families, and leadership, and developed a complete report for how we can better our Sunday school. Our parents, teachers, and professionals were and are open to not only the feedback, but are implementing a multi-year plan to improve our program and implement better and best practices. As a smaller Jewish community that does not have myriad congregations constantly experimenting or creating a competitive environment, we crave and celebrate energy that inspires us towards ongoing improvement.

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

- Creative and innovative thinking, with a connection to the larger Reform Jewish community in North America and beyond
- Technologically savvy with a command of modern office interfaces and applications
- Flexibility to work with our Leadership Team, changing and learning based on the needs of our Temple families

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

- Building positive relationships with youth, their adults, the ICSS co-director, teaching faculties, volunteers, other congregants, and our professional leadership team
- Exploration of fun, meaningful ways to implement the vision of the congregation in youth education, informal youth programs, and general congregational programming
- Nurturing and growing faculty and volunteer development
- *Bonus: curriculum development*

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

We know that Oklahoma City is not typically thought of as a "go-to" city for Jewish life. However, it should be! Temple B'nai Israel is a well-established congregation with a great history in Oklahoma City; we have a very loyal and long lineage, and we joyfully integrate newcomers while appreciating all we learn from them. The congregation takes pride in having had only 5 rabbis since its founding in 1903, and we have a mix of multiple-generation families with those who have recently arrived. We are open to experimentation, and grateful for new ways to integrate a respect of our past with the hope of our future.

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

- Connecting our Temple family to the unaffiliated Jewish people in the larger Oklahoma City metropolitan area
- Ensuring our Temple brings relevance and meaning to the households we serve
- Expanding the culture of engagement that is prevalent with our older members, to create an environment where the next generation of youth and families turn to the Temple as a primary source of community

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes. She is retiring. The current Youth Director and Program Director has been notified that we are creating a full time position that combines these three part-time jobs.
On what date will the current educator relinquish his/her position ?	May 31, 2017

VII. COMMUNITY ATTRACTIONS

General population of location	1.3 Million	Total Jewish population	About 2,500
JEWISH INSTITUTIONS IN AREA	Temple B'nai Israel, Emanuel Synagogue, Chabad, Jewish Federation of Greater OKC		
JCC	no		
Federation	yes		
Jewish Family Service	no		
Central Jewish Education Agency	no		
Jewish Day School (which grades) ?	no		
Other	Tulsa is 90 minutes away. They have the beautiful Sherwin Miller Museum of Jewish Museum, as well as a Reform congregation (Temple Israel) and a Conservative congregation (B'nai Emunah). The University of Oklahoma is 40 minutes away and offers a dynamic Hillel.		
Majority of members' children attend public school, private school, or Jewish day school ?	It is a mix. No Jewish Day School is available.		
Colleges, universities and music conservatories in the area include	The University of Oklahoma, Oklahoma City University, Oklahoma City Community College, The University of Central Oklahoma, Oklahoma Christian University, Rose State College, Southern Nazarene University		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Oklahoma City Philharmonic, Oklahoma City Repertory Theatre, Jewel Box Theatre, Lyric Theatre of Oklahoma, Oklahoma City Ballet, Oklahoma Children's Theatre, Oklahoma City Museum of Art, The Oklahoma City Thunder (NBA Team), Oklahoma City Dodgers (minor league baseball), University of Oklahoma Football, University of Central Oklahoma Jazz Lab, National Western Heritage Museum, Science Museum, Lake Hefner, Arcadia Lake, Chesapeake Arena, Oklahoma City Zoo, independent restaurants and art galleries, many small towns with rich and interesting histories related to the Jewish community. Tulsa is about 90 minutes away with a wide array of cultural opportunities.		

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	\$52,000-\$60,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10%
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	*	Moving Allowance	Up to \$2500	Books & Periodicals	^	Sabbatical
Major Medical Insurance	*	Professional Dues	X	Congregational Membership	X	Cell Phone
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer
Long Term Disability Insurance	*	URJ Biennial		Early Childhood Tuition		Israel Trips
		Regional URJ Gathering				
Other (please specify)	*Full time staff members have the option to purchase an insurance plan through the Temple's group policy, and LTD through the Reform Pension Board. ^ We have an extensive library as well as an educational resource room. Additional acquisitions can be made as Temple property.					

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 are listing with ARJE first, and then will look at other potential sites.

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	Larry Heyman, Committee Chair Rabbi Vered Harris, RJE
Signature	<i>Larry Heyman</i> <i>Vered L. Harris</i>

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Larry Heyman	POSITION	Chair of Education Committee (volunteer)
STREET ADDRESS	c/o Temple B'nai Israel, 4901 N. Pennsylvania Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Oklahoma City, OK 73112		
TELEPHONE NUMBER	405-848-0965 (Temple)	FAX	405-848-0966
E-MAIL	larry.heyman@cox.net		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Nichole Forbes	tbioffice@coxinet.net		
Larry Heyman	larry.heyman@cox.net		

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