



**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>	Temple Emanuel (serving the Washington DC area)	<b>DATE OF APPLICATION</b>	Dec. 6, 2016
<b>STREET ADDRESS</b>	10101 Connecticut Ave.		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Kensington, MD 20895		
<b>TELEPHONE NUMBER</b>	301-942-2000	<b>FAX</b>	301-942-9488
<b>E-MAIL</b>	search@templemanuelmd.org	<b>WEBSITE</b>	www.templemanuelmd.org
<b>URJ DISTRICT</b>	East	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2017
<b>POSITION TITLE</b>	Director of Congregational Learning	<b>FULL or PART-TIME</b>	Full time

**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.

Temple Emanuel

Serving the Greater Washington, DC Area in Kensington, Maryland

DIRECTOR of CONGREGATIONAL LEARNING

FULL TIME POSITION

PRIMARY RESPONSIBILITY:

Temple Emanuel, the oldest Reform congregation in Montgomery County, just outside Washington, DC, is looking for a dynamic, creative, and collaborative Jewish educator to help us fulfill our educational aspirations. Our full time professional team includes Rabbi Warren Stone, Cantor Rosalie Boxt, Executive Director Dianne Neiman, Early Childhood Center Director Madeline Lowitz Gold, and Youth Engagement Director Lillian Feldman-Hill. Together with other staff, they work closely with a diverse and engaged lay leadership and a committed community of learners. We welcome a leader and teacher to imbue our education programs with a sense of excitement, openness, curiosity, and enthusiasm so that students and congregants of all ages want to learn, get engaged, and stay involved.

The Director of Congregational Learning is responsible for the overall (day-to-day and long-term) leadership and operation of the Temple Emanuel Religious School, youth programs, and community-wide adult and family educational programs. The Director is also responsible for implementing Temple policies, the decisions of the Board of Trustees, and the decisions of the Board of Education in matters pertaining to the education of the Temple Emanuel community. The Director performs these responsibilities in coordination with the Rabbi and in consultation with the Board of Education.

SKILLS/CORE COMPETENCIES:

- Attuned to new and emerging directions in education generally and Jewish education specifically; fosters an environment in which innovation and risk taking are encouraged, but also willing to adapt or reverse course when better ideas emerge; embraces technology as a tool in education; seeks new ways to ensure that students are engaged
- Develops, implements, and manages an innovative curriculum strongly grounded in Jewish pedagogy that empowers students and nurtures their enthusiasm for learning
- Has a clear perspective on how to achieve the congregation's educational goals and an ability to work collaboratively to reach them; can quickly find common ground and solve problems
- Has a passion for Jewish education and models the incentive to learn; encourages participation by the community as a whole
- Considers congregational learning holistically, helping children and adults of all ages to learn together; able to develop and promote programs that appeal to a variety of age groups
- Actively supports teacher development and innovation and holds teachers to high standards
- Creates a sense of community within the Religious School and the Temple at large; enthusiastically welcomes people to the Temple
- Possesses strong organizational skills; capable of managing a large staff and a complex calendar; an effective manager of people who inspires good performance and is mindful of details
- Employs excellent written and oral communications skills and is a good listener and observer who responds to individuals' needs, questions, concerns and requests
- Has an in depth knowledge of Jewish history, culture, ritual, Hebrew language, and global communities, as well as in depth knowledge of issues in education generally

## AREAS OF FOCUS:

### Leadership

The Director, along with the Director of the Early Childhood Center, will lead all aspects of the congregation's educational activities. That includes:

- Creating a community-wide learning environment that can sustain a vibrant congregation through intellectual growth, spiritual awareness, and social responsibility
- Establishing and maintaining an effective Jewish learning culture that is progressive, innovative, and relevant

### Curriculum

The Director is responsible for creating, supervising, and implementing the Religious School curriculum. That includes:

- Selecting the appropriate subject matter, methods, and resource materials
- Maintaining a high level of knowledge regarding teaching techniques, resources and current trends in both Jewish education and education generally
- Revitalizing the confirmation and post-confirmation program

### Congregation

The Director will work with the clergy, staff, and lay leadership to integrate the congregation's educational goals with the congregation's overall goals. That includes:

- Participating as an active member of the community
- Regularly developing community wide programs and offering a robust adult education program

### In Addition

- The Director is responsible for the hiring, professional development, supervision, and regular evaluation of teachers and aides.
- The Director will work closely with the clergy, staff, and lay leadership to administer all aspects of the Religious School program, as well as the overall congregational educational program.
- The Director will work closely with the Cantor to administer, facilitate, and improve all aspects of the B'nai Mitzvah process.
- The Director is responsible for youth development programming and fostering meaningful youth engagement.

## I. 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	520	180	267	32
FIVE YEARS AGO	525			
FUTURE DEMOGRAPHIC PROJECTIONS ARE Stable to growing				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
105	16	25	30	32	21	42	39	34	13	8	4	3	0
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	110
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Substantial classes, special events, Torah study, etc.			JEWISH PARENTING PROGRAMMING	Regular
CAMPS (URJ REGIONAL AND CONGREGATIONAL) URJ Camp Harlam, also Capital Camps, Louise/Airy among others					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, 9-11:30 a.m.	Tu. or Th., 4:30-6:00	Tu., 5:30-7:30 (also grades 8 and 9)	Special projects
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
7 a.m. – 6 p.m.		Once a month during Sunday school	
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	Warren Stone	Full	27
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Rosalie Boxt	Full	15
EDUCATOR	Rabbi Mark Levine	Full	
ASSISTANT EDUCATOR			
EXECUTIVE DIRECTOR	Dianne Neiman	Full	4
PROGRAM DIRECTOR			
YOUTH DIRECTOR	Lillian Feldman-Hill	Full	5
EARLY CHILDHOOD EDUCATOR	Madeline Lowitz-Gold	Full	9

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 professional staff participates in periodic formal mutual review every few years, and this is expected to continue with the Director of Congregational Learning. The process involves solicitation of feedback from key stakeholders and discussion as to performance objectives for the coming period between the professional and lay leadership. These reviews are on periodic cycles appropriate for each job, and are conducted in partnership with the lay body most appropriate to each position (e.g., Board of Education for the DCL). We also have a Human Resources Committee, which is composed of seasoned professionals in the HR field. It advises not only in the review process but is available to assist our professional staff in any HR issues as requested.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Kathy Magenheim	Full	7
TO RABBI(S)	Diane Raphael	Full	13
TO CANTOR(S)			
TO ADMINSTRATOR	Nicole D'Isa	Full	6
	Teresa Kasper	Full	3

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	12	COMPUTER	
INTERMEDIATE	23	DANCE	
UPPER	3	DRAMA	
BAR / BAT MITZVAH	1	HEBREW	18
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	3 full time		

#### IV. FACILITIES

<b>SANCTUARY</b>	Yes	<b>NUMBER OF CLASSROOMS</b>	
<b>CHAPEL</b>	Yes	<b>ART ROOM</b>	Yes
<b>LIBRARY</b>	Yes	<b>MUSIC ROOM</b>	
<b>SOCIAL HALL / AUDITORIUM</b>	Yes	<b>YOUTH LOUNGE</b>	Yes
<b>SANCTUARY / SOCIAL HALL COMBINATION</b>	Yes	<b>TEACHER RESOURCE CENTER</b>	Yes
		<b>EDUCATOR'S OFFICE</b>	Yes
		<b>COMPUTER ROOM</b>	Yes, in library
		<b>STUDENT LEARNING CENTER</b>	
<b>OTHER (SPECIFY)</b>	Assembly area, office suite, foyers, backyard Gan Emanuel. Universal wireless network, video monitors.		
<b>IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?</b>	Yes		

<b>AGE of BUILDINGS:</b>	<b>SANCTUARY</b>	40	<b>SCHOOL</b>	40	<b>OFFICE AREA</b>	12
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All spaces have undergone major renovations since construction, and many classrooms are newer.

**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	1952	and became a member of the URJ (UAHC) in	1953
The Shabbat prayer book used is	Mishkan Tefilah and creative books		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefesh and New Union Prayerbook: Gates of Repentance (minimal use)		
Has the Religious School received ARJE Accreditation ?	If yes, in what year ?		

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

In adherence to the concepts of God, Torah, and Israel, Temple Emanuel seeks to:

1. Maintain our Congregation as a caring community based on Jewish ethics and principles.
2. Create an enthusiastic, engaged, and welcoming community where congregants want to, and do, participate in Jewish life and learning.
3. Facilitate meaningful Jewish connections for congregants with each other and with Judaism.

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

- Diverse, vibrant, engaged, and stable membership
- Superstar clergy and staff
- Broad range of committed lay leaders and volunteers
- Strong sense of Tikkun Olam led by our Rabbi and Cantor
- Openness to interfaith families and people with different interests, views, and traditions
- Members who are eager to participate in spiritual, charitable, educational, and joyful experiences

### What are the strengths of your educational program?

- Willingness to experiment and innovate
- Thriving Early Childhood Center that is both well regarded and in high demand (and is an entry point for young families in our community)
- Families helping each other and the larger community (Jewish and secular)
- Students and parents enter the program excited to participate and engage

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

1. Possesses strong organizational skills; capable of managing a large staff and significant budget; an effective manager of people who inspires good performance, is mindful of details, and communicates well.
2. Attuned to new and emerging directions in education generally and Jewish education specifically; fosters an environment in which innovation and risk taking are encouraged, but also willing to adapt or reverse course when better ideas emerge; embraces technology as a tool in education; seeks new ways to ensure that students are engaged
3. Working in close partnership with our clergy, develops and implements meaningful program of study strongly grounded in Jewish curriculum and innovative pedagogy that empowers students and nurtures their enthusiasm for learning.

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

1. Creating a community-wide learning environment that can sustain a vibrant congregation through intellectual growth, spiritual awareness, and social responsibility
2. Establishing and maintaining an effective Jewish learning culture that is progressive, innovative, and relevant
3. Encouraging engagement and participation so that students will want to participate in religious school and ultimately in the broader community throughout their lives.

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

Temple Emanuel is an active and engaged community that is open to change at all levels. We are recognized locally and nationally for leadership in tikkun olam, protecting the environment, creative worship, and musical innovation.

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

1. Deepening the level of engagement, especially of our youth, in all aspects of Jewish community and living.
2. Ensuring continued enthusiastic participation in temple activities and the community to maintain a vibrant, evolving, and spiritually and fiscally sound congregation.
3. A religious school and post B’nai Mitzvah “shake up” -- from a traditional mindset to innovative educational programming that extends beyond the walls of the classroom (consistent with URJ’s efforts under the B’nai Mitzvah Revolution program).

**VI. INCUMBENT EDUCATOR**

<b>Has the current educator been informed that the congregation / institution is in placement ?</b>	Yes
<b>On what date will the current educator relinquish his/her position ?</b>	June 30, 2017 (current director is interim)

**VII. COMMUNITY ATTRACTIONS**

<b>General population of location</b>	Washington, DC area	<b>Total Jewish population</b>	276,500
<b>JEWISH INSTITUTIONS IN AREA</b>	numerous		
<b>JCC</b>	Yes, JCC of Greater Washington		
<b>Federation</b>	Yes, Jewish Federation of Greater Washington		
<b>Jewish Family Service</b>	Yes		
<b>Central Jewish Education Agency</b>	Yes		
<b>Jewish Day School (which grades) ?</b>	Several are available close by (all grades)		
<b>Other</b>	Many		
<b>Majority of members’ children attend public school, private school, or Jewish day school ?</b>	Primarily public school		
<b>Colleges, universities and music conservatories in the area include</b>	University of Maryland, Georgetown University, George Washington University, American University, Howard University		
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b>	Many – all of these institutions and more		

## 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."**

<b>PROPOSED SALARY or SALARY RANGE</b>	\$70,000 - \$90,000 (negotiable and based on experience)
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	TBD

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	TBD	Books & Periodicals	Yes	Sabbatical	TBD
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	TBD
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	TBD
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	Subs.	Israel Trips	TBD
		Regional URJ Gathering	TBD				
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	Jewish Jobs, Director of Congregational Learning

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>	Martha Hirschfield, Chair, Search Committee 1 <sup>st</sup> Vice President
<b>Signature</b>	/s/ Martha Hirschfield

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Martha Hirschfield	<b>POSITION</b>	1 <sup>st</sup> Vice President
<b>STREET ADDRESS</b>	5801 Tanglewood Dr.		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Bethesda, MD 20817		
<b>TELEPHONE NUMBER</b>	(301) 767-7014 (personal cell)	<b>FAX</b>	
<b>E-MAIL</b>	66deerpark@gmail.com		
<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:search@templemanuelmd.org">search@templemanuelmd.org</a> ; <a href="mailto:president@templemanuelmd.org">president@templemanuelmd.org</a>			

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

**Temple Emanuel Mission:**

Temple Emanuel is a Reform Jewish Congregation affiliated with the Union for Reform Judaism. In adherence to the concepts of God, Torah, and Israel, it seeks to:

1. Strengthen our faith, commitment, and observance as Jews;
2. Foster the love of Judaism and the preservation of Judaism and the Jewish people;
3. Promote Jewish learning as a lifelong process for ourselves and our children; and
4. Maintain our Congregation as a caring community based on Jewish ethics and principles.