



The  
**Association of  
 Reform Jewish Educators**  
 Since 1955

633 Third Avenue | New York, NY 10017-6778

**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 Sinai Congregation of Toronto	<b>DATE OF APPLICATION</b>	January 1, 2017
<b>STREET ADDRESS</b>	210 Wilson Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Toronto, Ontario, Canada M5M 3B1		
<b>TELEPHONE NUMBER</b>	416-487-4161	<b>FAX</b>	416-487-5499
<b>E-MAIL</b>	<a href="mailto:dolgin@templesinai.net">dolgin@templesinai.net</a>	<b>WEBSITE</b>	<a href="http://www.templesinai.net">www.templesinai.net</a>
<b>URJ DISTRICT</b>	Central	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2017
<b>POSITION TITLE</b>	Director of Congregational Learning	<b>FULL or PART-TIME</b>	Full

**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**

I. See attached

**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	1600		160	25-35
FIVE YEARS AGO	1750	130	209	35-45
FUTURE DEMOGRAPHIC PROJECTIONS ARE Stable numbers with expected recruitment challenges due to increased competition				

**NUMBER OF STUDENTS ENROLLED BY GRADE**

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	14	13	11	15	14	22	19	26	7	3	9		
OTHER (specify): Many Jewish day school students affiliated, i.e., 16 grade 1 Reform day school students this year.													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	Nursery school
			120
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	Yes		
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		URJ Camp George			

**II. DAYS AND TIMES OF CLASSES**

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9-noon, Tuesday 7-8:30	See below	Tuesday evening plus other commitments	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
9-noon	No		
CAMP(CONGREGATION ONLY)		July day camp, 9-noon	
OTHER (specify) Hebrew school: Students learn in groups of 4-6 in homes or at the synagogue with our teachers. Sessions are one per week for 75 minutes. Most families have chosen a Sunday afternoon time at Temple to focus their Jewish learning programs on a single day of the week.			

**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	Michael Dolgin	Full	25
ASSOCIATE RABBI	Daniel Mikelberg	Full	6
ADJUNCT RABBI	Lawrence Englander	Part	3
SENIOR CANTOR	Charles Osborne	Full	5
CANTOR/YOUTH DIRECTOR	Katie Oringel	Full	8
EDUCATOR (Outgoing)	David Cohen	Full	3
EXECUTIVE DIRECTOR	Rayner Conway	Full	23
YOUNG FAMILY ENGAGEMENT SPECIALIST	Rachael Goodman	Part	1
YOUTH ADVISOR	Jesse Primerano	Part	3
EARLY CHILDHOOD EDUCATOR	Andrea Zecharia	Full	1


**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.**

DoCL has yearly goal setting sessions with the Senior Rabbi. They have regular working sessions together and monthly supervisory check-in meetings. Reviewing the past year based on stated goals is part of yearly review meetings. Half way through contract term, there is a feedback session with Supervisor (senior rabbi) and a member of the Personnel committee.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Full	4
TO RABBI(S)	1.5	Full	2
TO CANTOR(S)	.5	Full	6
TO ADMINSTRATOR	1	Full	13

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	2
PRIMARY	24	COMPUTER	
INTERMEDIATE	15	DANCE	1
UPPER	3	DRAMA	
BAR / BAT MITZVAH	Cantors	HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)		1 Full, 4 part-time	

#### IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	10 (others rented to outside tenant)
CHAPEL	1	ART ROOM	Yes
LIBRARY	2	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM		YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	3	TEACHER RESOURCE CENTER	Yes
Main Sanctuary can be expanded to 1000 seats		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	Yes
		STUDENT LEARNING CENTER	Yes
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? Yes			

AGE of BUILDINGS:	SANCTUARY	58 yrs	SCHOOL	30 yrs	OFFICE AREA	30 yrs
-------------------	-----------	--------	--------	--------	-------------	--------

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

We have no satellite facility, though as described above, Hebrew takes place in multiple days/times/sites to meet the needs of our families.

## V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1954	and became a member of the URJ (UAHC) in	1954
The Shabbat prayer book used is	Mikveh Yisrael, our own siddur in 3 volumes		
The High Holy Day <i>machzor</i> used is	Gates of Repentance, original edition		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

1. To promote strong and caring relationships among congregants and between senior staff and our members
2. To provide a spiritual home and place of learning and connection for all of our congregants
3. To deepen and strengthen our congregants' understanding of and commitment to Jewish values/traditions

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

1. Long, continuing history of lay leadership excellence and a talented, committed professional team
2. Our ability simultaneously to project our commitment to tradition and our strong support for modern Jewish values and innovation
3. Our multi-faceted connections to the State of Israel and the Israel Movement for Progressive Judaism

What are the strengths of your educational program?

1. Focus on family education and informal educational travel program that builds knowledge, connection, and community
2. The willingness, commitment and energy to continually strive to improve our offerings and to be of greater relevance to our congregants.

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

1. An excellent, innovative vision of Jewish education
2. To be a Jewish role model and advocate for education, Temple Sinai, and Reform Judaism in the community
3. Strong administrative and communication skills necessary to turn ideas into compelling, successful realities

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

1. To support and strengthen our religious and Hebrew school offerings and increase our student population
2. To offer a compelling vision of Jewish education for the families at Temple Sinai
3. To work collaboratively with senior staff and lay volunteers to develop innovative, cutting-edge, sustainable education programs

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

We value our relationships with all Temple families and students (whether in our school or Jewish day school) and look to our DoCL to enhance and create a school that is inclusive, accessible, caring, and that balances love of tradition with a commitment to Jewish culture, ethics, and tikkun olam

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

1. Engaging a broad and diverse demographic and insuring that the needs of the next generation are met
2. Meeting the changing Jewish and educational needs of our congregants and families
3. Maintaining our strength in challenging economic times.

## 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, 2017

## VII. COMMUNITY ATTRACTIONS

General population of location	About 6,000,000	Total Jewish population	200,000
JEWISH INSTITUTIONS IN AREA	Refom Mikveh, JVS, JF & C, Reena, Baycrest and many more, too many to name		
JCC	3 locations plus a Sephardic Jewish community centre		
Federation	UJA Federation of Greater Toronto		
Jewish Family Service	Yes, Jewish Family and Child, multiple locations		
Central Jewish Education Agency	CJE of the UJA		
Jewish Day School (which grades) ?	1 Reform—Leo Baeck with 2 locations. Many more Jewish day school and CHAT—Community Jewish High School with two locations		
Majority of members' children attend public school, private school, or Jewish day school ?	50/50 from Kindergarten to Grade 8 Public 80/20 grades 9-12. We have a large number of families who send their children to Jewish day school, a third or more in some years		
Colleges, universities and music conservatories in the area include	Too Many to name. Toronto hosts 3 major universities, many colleges and multiple conservatory and arts institutes of higher learning.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Toronto is a world class cultural city with multiple symphony, opera, ballet, and theatre companies and a full array of sports teams and clubs. We have one of the few professional Jewish theatre companies in North America (the Harold Green Jewish Theatre) with whom our congregation and school have a strong partnership.		

## IX. REMUNERATION

**INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.** The "Proposed Salary" section should read, for example, "\$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>	The minimum salary base is \$80,000 CN
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	15%
<b>Length of original contract (two years recommended)</b>	Three years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes			Sabbatical	
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	Yes
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes			Israel Trips	Yes
		Regional URJ Gathering					
Other (please specify)	The DoCL chooses which conferences to attend based on a yearly allowance. Yearly Israel trips to identify our Israel Youth Emmissaries (Shinshinim) will be an element of the position as long as the congregation remains in the program.						

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service ?	Yes, CCAR and Canadian Job Search Sites
---	---

If "YES" please indicate which one and the title by which it is being listed

For CCAR, Rabbi/Educator and others DoCL

<b>In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will</b>	
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 Michael Dolgin Senior Rabbi, Temple Sinai Congregation of Toronto
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Michael Fralick	<b>POSITION</b>	Chair of DoCL Search Committee
<b>STREET ADDRESS</b>	484 Lytton Blvd		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Toronto, ON M5N 1S6		
<b>TELEPHONE NUMBER</b>	416-574-5700	<b>FAX</b>	
<b>E-MAIL</b>	Michael@fralick.ca		
<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:dolgin@templesinai.net">dolgin@templesinai.net</a>		Rabbi Michael Dolgin
	<a href="mailto:Michael@fralick.ca">Michael@fralick.ca</a>		Michael Fralick

**IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT,  
 PLEASE ENCLOSE A COPY  
 Included in position description**



## Role Description: Director of Congregational Learning

<b>Role Title:</b>	Director of Congregational Learning (“DOCL”)
<b>Department:</b>	Education
<b>Reporting Structure:</b>	<p>Reports to: Senior Rabbi</p> <p>Reporting in: One nursery school principal, one part-time Religious/Hebrew support position, and one support staff.</p> <p>Also, supervises a total of approximately 50 plus part time educational staff and 20 plus student teachers</p>
<b>Overall Mandate of Position:</b>	<p>The DOCL provides lifelong learning opportunities focused on childhood and youth education. Brings learning to the current and next generation of Jews. Our DOCL should inspire our students and our Temple family through teaching and personal example. The DOCL also represents the Temple within the Jewish and extended community at large in educational activities and philanthropic events. A primary mandate is the leadership and operation of the Religious &amp; Hebrew Schools. This position is our site supervisor for our Shinshinim/Israel Youth Emissary program. The DOCL will collaborate with and support clergy staff who have primary responsibility for the vision, direction and execution of adult &amp; extended learning programming, and educational travel programs.</p>

### ABOUT TEMPLE SINAI

Temple Sinai is an inclusive, caring Reform community that aspires to a dynamic, constantly evolving Judaism, and is committed to life-long learning, traditional Jewish culture, ethics and meaningful worship. It was founded in 1954 and has grown to approximately 1600 families today.

It is a spiritual home to its many congregants of diverse ages, backgrounds and capabilities. It is a dedicated supporter of the State of Israel and of the principles of tikkun olam.

Temple Sinai provides many lifelong learning opportunities within its own Nursery School, Religious and Hebrew School and extended Adult education programs. There are many other ways to participate in Temple life including many community programs, committees, study groups and social action initiatives.

Temple Sinai embodies the highest ideals of tzedakah within its own walls, in its outreach to the multi-faith community of Toronto, and to the wider sphere of the global community.

### WHAT’S REQUIRED IN THIS ROLE

We are seeking an excellent, dedicated, skilled educator to enhance and further develop our educational programs and approach. We are searching for a people-centred, hands-on professional who helps us see the big picture. Working in collaboration with the senior staff team and in partnership with lay leadership is essential.

## Job Description – Director of Congregational Learning

### Preferred Education and Work Experience:

- University degree and Masters in Education or Social Work
- Extensive experience teaching multi-levels within a Jewish educational institution, including curriculum development
- Commitment to synagogue life and to promoting progressive Jewish values
- 5 years in leadership and/or principal capacity. Experience in working in a synagogue and working with a board of directors is an asset
- Knowledge of current learning technologies and modern innovative teaching methodologies

### Key Skills, Knowledge, Competencies:

- People Leadership: Model dynamic, excellent teaching that inspires individuals. Knowledge of consultative process to determining needs of Temple families and design meaningful programs to reflect them. Proven skills in creating a collaborative culture and positive experience for Principals, employees and volunteers. Provides strong vision, direction, support, coaching and feedback. Builds teams and support Principals/supervisors in effectively leading their teams
- School principal experience: Strong expertise in operating and leading a small or mid-sized learning institution. Program strategy and research, policy, classroom design and management, and constituent management
- Jewish education teaching and curriculum development: Bring outstanding Torah understanding and the ability to translate it into learning experiences for learners ranging from Nursery school to senior citizens. In-depth capabilities to assess learning needs, design relevant programs, execute training/teach and assess impact of learning against objectives
- Communications and Influencing: Demonstrates strong verbal and written communications. Shows ability to adapt influencing style for audience and constituency
- Program administration and evaluation: Training and experience in supporting formal and informal education systems and events. Organizational and communication skills necessary to engage all stakeholders in evaluating school and synagogue programs

### ACCOUNTABILITIES

Our DOCL is a key member of our senior staff team. As such, the DOCL is expected to lead and help develop new initiatives and programs for the Temple family. The following areas of accountability are not exhaustive and describe the current shape of the position.

#### Synagogue Education Philosophy Development

- In collaboration with the Rabbi, develop the educational philosophy, programme strategy and educational policies for the synagogue
- Evolve positioning and learning about Jewish Identity

#### Religious and Hebrew School Management

- Manage the operations of the Religious and Hebrew schools and a large variety of programs
- Recruit, supervise and provide training for Hebrew and religious school teachers
- Provide direction for program direction, course content and teaching methodologies. Adapt programming to trends in current society and various changing learning needs of the Temple
- Proactively manage parent relationships and community connections
- Manage special needs programming and provide extended youth learning opportunities post bar/bat mitzvah

## **Job Description – Director of Congregational Learning**

### Supervision

- Manage Nursery school principal and Hebrew School coordinator and their teams of teachers and volunteers
- Supervise young emissaries from Israel. Lead selection, scheduling and programming for two shinshinim

### Adult Education Involvement

- Work collaboratively with the rabbi who leads the adult studies portfolio. Support and Provide Torah studies, satellite learning and other programming for adult and senior members of the congregation. Provide insights to help Temple Sinai continuously evolve our approach to learning to make it interesting and valuable and to attract new participants. Represent the Temple within the Toronto and Jewish communities; participate in events and philanthropy activities

### **Contacts:**

#### Internal:

- Direct and indirect management of staff
- Senior staff
- Lay leadership
- Students' parents and families

#### External:

- Community and Jewish Community at large

### **Location and Hours of Work:**

- This role will work out of Temple Sinai Congregation, 210 Wilson, Toronto, Ontario.
- As a senior staff position, this is a full-time position.
- The role is predominantly Sunday to Thursday during the school year and Monday to Friday during the school off-season with some full weekends on trips and or conclaves, camp, and or community events. There are also expectations that on a scheduled basis, there will be additional weekend work



January 1, 2017

Out of the box. Hands on. Organized. Innovative. Respectful of the past. A step ahead. Sharing the great ideas of our people. One person, one relationship at a time.

These are the ideas that animate the life of Temple Sinai Congregation of Toronto. We seek to explore them and balance them in everything that we do. We are searching for a new Director of Congregational Learning who will bring them to bear on our religious and Hebrew education program and will model them for our Temple family and our community.

Toronto is an amazing city and a powerful, active Jewish community. Here, one may find the finest in Jewish organizational life: synagogues and day schools, UJA Federation and Zionist movements, cultural centres, Holocaust education and Jewish theatre companies and more. At Temple Sinai, we welcome all partners in building the Jewish future and celebrating our tradition. We work closely with Federation to connect our families to Israel, and do so as one of the Israel Reform Movement's most active partners. We participate in communal education programs and March of the Living to build the leaders of tomorrow. We have worked with a local Jewish theatre company and internationally known specialists to re-invent prayer from family Shabbat to High Holy Days.

We are excited to strengthen and grow our educational offerings for children and young adults. Many young adults who grew up in Toronto choose to live here. Many of our congregational youth attend Jewish day schools. We are a vibrant varied congregation with at least 100 families in every demographic decade from 20's to 90's. Many of our leaders are children of Sinai, as are four of the five board members under age 40. Our new DoCL can build an amazing team to take us into the future.

Living in an incredible community, there is much competition. We seek a visionary who can help draw new students to our programs and who has the administrative skills to turn ideas into realities. Our school programs are an essential ingredient in the success of our congregation. We hope you will consider joining our incredible lay and staff team and working to re-imagine successful, inspiring-synagogue based learning.