



**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>	The Reform Temple of Rockland (RTR)	<b>DATE OF APPLICATION</b>	1/25/17
<b>STREET ADDRESS</b>	330 N. Highland Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Upper Nyack, NY 10960		
<b>TELEPHONE NUMBER</b>	845-358-2248	<b>FAX</b>	845-358-3450
<b>E-MAIL</b>	info@rtrny.org	<b>WEBSITE</b>	www.rtrny.org
<b>URJ DISTRICT</b>	Garden Empire Region (NY/NJ GER)	<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 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**

**Position Available: Director of Congregational Learning**

**Job Description:**

### **Religious School Education:**

Work seamlessly with Clergy, appropriate Committees and Temple Staff to:

- Initiate and implement innovative Jewish educational programs for families and students (PreK-12)
- Direct special programming and oversee invited guests
- Maintain all school safety procedures in accordance with the law
- Assess and implement special learning needs
- Develop annual school budget(s); set tuition fees and salaries
- Create annual school calendar
- Administerschool registration
- Hire and oversee teaching staff
- Coordinate and recognize volunteers and teen aides

Serve as direct liaison between the School and the school families:

- Communicate with families regarding Religious School events via articles, blogs, social media and other online resources
- Coordinate parent-teacher conferences
- Assess students and report learning accomplishments
- Oversee attendance requirements and enforce school policy
- Maintain confidentiality

Promote School Programming:

- Point person to meet with and follow-up on prospective new students and families
- Actively seek ways through various media outlets and off-site community outreach to promote school programming.

Liaise with Youth Group Leaders

Attend National, Regional and in-house Staff & Committee meetings

### **Adult & Congregational Education:**

Oversee and coordinate with Clergy, Adult Education Committee and Temple Staff to:

- Initiate and implement innovative Jewish educational programs for adults and multi-generational adult education to include Hebrew and Adult B'nai Mitzvah classes
- Direct special programming and oversee speakers and scholars-in-residence
- Oversee Clergy-led education programs
- Develop annual Adult Education budget(s); set funding
- Create annual Adult Education calendar
- Coordinate Saturday morning Chavurahgroup and substitute clergy leaders

Promote Adult Education Programming:

- Point person for creating relationships with local/regional Jewish organizations and coordinating community programming
- Actively seek ways through various media outlets and off-site community outreach to promote Adult Education programming.

## Skills:

COMPUTER SKILLS - Proficient in Microsoft Office Suite. Preferred experience: Constant Contact, Chaverware, Wufoo, Skype, ZOOM, social media sites, hands on experience with current technology and online learning tools (i.e., iPad, electronic whiteboard, webinars).

## 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	380	35	63	17
FIVE YEARS AGO	N/A, newly consolidated congregation 2016	N/A	N/A	N/A
<b>FUTURE DEMOGRAPHIC PROJECTIONS ARE</b>		Our numbers are projected to be stable or possibly even grow. One of our core areas of focus will be to continue to grow our school-aged families.		

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	1	3	1	7	6	5	4	18	7	3	3	4	1
OTHER (specify):													

DAY CARE	No	PARENTS' DAY OUT	No	EARLY CHILDHOOD	No
OTHER (specify):					

HEBREW BEGINS IN GRADE	1	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	By volunteer committee			JEWISH PARENTING PROGRAMMING	Yes
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Eisner, Crane Lake, 6 Pts Sci-Tech&Kutz					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun.9:30-11:30AM (Grades K-3)	Sun.9:30-11:30AM & Tues 4:45-6:30PM (Grades 4-6)	Tues. 6:45-8:15 PM Academy (Grades 7-9) & 10 <sup>th</sup> Grade with Rabbi	1x month Sundays with Rabbi (Grades 11-12)
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
None	None	Monthly	None
CAMP (CONGREGATION ONLY)	None		
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 Benjamin Sharff	Full	1 <sup>st</sup> year with RTR
ASSOCIATE RABBI	None		
ASSISTANT RABBI	None		
CANTOR	Cantor Sally Neff	Full	13yrs (2 <sup>nd</sup> yr as RTR, 11yrs as Temple Beth Torah)
EDUCATOR	Mara Lewin	Part	5yrs (2 <sup>nd</sup> yr as RTR, 3 yrs as Temple Beth Torah)
ASSISTANT EDUCATOR	None		
ADMINISTRATOR	Jolie Levy	Full	1 <sup>st</sup> year here, 8 elsewhere
PROGRAM DIRECTOR			
YOUTH WORKER	Elise Lehrman Robin Condolucci	Part Part	2 <sup>nd</sup> yr as RTR, 10+ yrs as Temple Beth El 2 <sup>nd</sup> yr as RTR, 10+ yrs as Temple Beth Torah
EARLY CHILDHOOD EDUCATOR	None		

**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 expectation is that we will do at least one annual performance review with the focus being on strengths and growth opportunities.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR Susan Caminez	Full	<1 yr.

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	0	ART	No
PRIMARY(Grades K-3)	2	COMPUTER	No
INTERMEDIATE(Grades 4-6)	3	DANCE	No
UPPER (Grade 7-9)	3	DRAMA	No
BAR / BAT MITZVAH	Clergy	HEBREW	Tutor
HIGH SCHOOL / POST B'NAI MITZVAH	Clergy	LEARNING CENTER	No
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	Volunteer
CUSTODIAL STAFF (specify full or part-time)	Full time		

**IV. FACILITIES**

SANCTUARY	Yes	NUMBER OF CLASSROOMS	7
CHAPEL	No	ART ROOM	1
LIBRARY	Yes	MUSIC ROOM	1
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	1 school office/teacher prep area
Sanctuary opens into social hall, social hall can be subdivided into 2 spaces		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	0
		STUDENT LEARNING CENTER	0
OTHER (SPECIFY)	2 -General purpose meetings rooms (one large, one small), available for use by school, committees, adult programs, community groups		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL?		N/A	

AGE of BUILDINGS:	SANCTUARY	17 yrs	SCHOOL	~50 yrs	OFFICE AREA	17 yrs
-------------------	-----------	--------	--------	---------	-------------	--------

**If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.**  
None

## V. CONGREGATIONAL IDENTITY

<b>The Congregation / Institution was founded in</b>	2015:merger of Temple Beth El (TBE), Spring Valley (60yrs) & Temple Beth Torah (TBT), Nyack (50 yrs)	<b>and became a member of the URJ (UAHC) in</b>	Since inception of the former TBE and TBT
<b>The Shabbat prayer book used is</b>	MishkanTefillah		
<b>The High Holy Day <i>machzor</i> used is</b>	Gates of Repentance although we are exploring transitioning to MishkanHaNefesh		
<b>Has the Religious School received ARJE Accreditation?</b>	No	<b>If yes, in what year?</b>	

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

- 1) Sustaining and building a diverse, progressive Jewish community
- 2) Multigenerational Jewish education, young families through life-long learning
- 3) Creating joyful Jewish connections with and within local, regional and global communities, including Israel

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

- 1) Inspiration of the merged congregations to work together to envision the future of Reform Judaism in our area; long-term dedication of both sustaining and new members of our newly merged community
- 2) Exciting new clergy team
- 3) Strong commitment to social action within and outside the congregation; our URJ award-winning Inclusive Initiative, Shaareinu (Our Gateways), strives to meet the special needs of our members and guests by increasing opportunities for access to our congregation for those with disabilities and their families, via four task forces: *Chesed* (Loving Kindness), Education, *Nefesh* (Soul) and Technology
- 4) Strong and vibrant WRJ/Sisterhood and Men's Club

What are the strengths of your educational program?

- 1) Commitment of dedicated teachers to educating all students of all abilities
- 2) Long-term commitment to providing inclusive environment for special needs Jewish education; Education task force of the Shaareinu initiative, is focused on inclusion and supporting all of our students' strengths and challenges by providing resources and seminars for teachers, assistance to parents and students, and ongoing education for the greater community
- 3) Experiential and academic curriculum, family programming

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

- 1) Leadership
- 2) Approachability
- 3) Passion for multigenerational Jewish education

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

- 1) Organization/Coordination/Communication expertise
- 2) Administration of educational staff (teachers, madrichim)
- 3) Building & implementing new programs for multigenerational learning

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

- 1) Challenges of a newly merged congregation looking to serve all generations and build a strong Reform community in the midst of a regionally diverse Jewish community

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

- 1) Sustaining & growing membership
- 2) Growing religious school
- 3) Servicing all generations

## 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

## VII. COMMUNITY ATTRACTIONS

General population of location	Rockland County: 326,000 (2015 data)	<b>Total Jewish population</b>	33+% (@ 2015)
<b>JEWISH INSTITUTIONS IN AREA</b>	4 Reform congregations (RTR, Temple Beth Sholom, Temple Beth Am, Beth Haverim/NJ), 8 Conservative congregations, 3 Chabad (Suffern, New City, Nyack)		
<b>JCC</b>	West Nyack campus (combined facility: JCC/Federation/JFS/RJA)		
<b>Federation</b>	West Nyack campus		
<b>Jewish Family Service</b>	West Nyack campus		
<b>Central Jewish Education Agency</b>			
<b>Jewish Day School (which grades)?</b>	Rockland Jewish Academy (West Nyack campus, the only egalitarian-progressive Day School in the area; PreK-Grade 5), many Orthodox yeshivas		
<b>Other</b>			
<b>Majority of members' children attend public school, private school, or Jewish day school?</b>	Public school		
<b>Colleges, universities and music conservatories in the area include</b>	Rockland Community College, St. Thomas Aquinas College , Nyack College, Dominican College, Ramapo College (NJ), Rockland Center for the Arts		
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?</b>	NYACK art galleries and vibrant restaurant scene ArtsRock Rockland County Orchestra & Band Holocaust Museum and Center for Tolerance and Education Hopper House Boulder Stadium Rivertown Film Elmwood Playhouse Penguin Rep Theater Antrim Theater Tarrytown Music Hall Westchester Broadway Theater West Point Military Academy Meadowlands Sports Complex Easy proximity to all NYC cultural activities and resources		

## IX. REMUNERATION

<b>INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE.</b> 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 <b>DO NOT</b> WRITE "negotiable", or "open," or "not yet determined" with no numbers included. <b>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>	
<b>PROPOSED SALARY or SALARY RANGE</b>	\$75,000-90,000 (package)*
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	
<b>Length of original contract (two years recommended)</b>	One or two years

\*Available at employee's expense: Employer Group Benefit Plan, AFLAC, FlexSpending

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

Mission statement:

"RTR is a welcoming beacon in Rockland County where Reform Jews can explore their individual Jewish identity and connectivity, inspiring friendship, spirituality and community service."

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Moving Allowance	negotiable	Books & Periodicals	Y	Sabbatical		
Major Medical Insurance	Professional Dues	Y	Congregational Membership	Y	Cell Phone	allowance	
Dental Insurance	ARJE Conference	Y	Religious School Tuition	Y	Laptop Computer	Available for use	
Long Term Disability Insurance	URJ Biennial	Y	Early Childhood Tuition	N/A	Israel Trips		
	Regional URJ Gathering	Y					
Other (please specify)	Vacation, sick leave, leave early on Shabbat						

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service?	No
If "YES" please indicate which one and the title by which it is being listed	

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 documententitled <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>	Catherine Klein, Director of Congregational Learning Search Committee Co-Chair, Member of Board of Trustees
<b>Signature</b>	

**CHAIRPERSONS OF THE EDUCATOR SEARCH COMMITTEE**

<b>NAME</b>	Catherine Klein/Tama Shor Beck	<b>POSITION</b>	Co-Chairs
<b>STREET ADDRESS</b>	330 N. Highland Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Upper Nyack, NY 10960		
<b>TELEPHONE NUMBER</b>	845-358-2248	<b>FAX</b>	845-358-3450
<b>E-MAIL</b>	DCLS@RTRNY.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>			
<b>Catherine Klein:</b> DCLS@RTRNY.org			
<b>Tama Shor Beck:</b> DCLS@RTRNY.org			