



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

CONGREGATION/INSTITUTION	Stephen Wise Temple	DATE OF APPLICATION	2/7/2017
STREET ADDRESS	15500 Stephen Wise Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Los Angeles, CA 90077		
TELEPHONE NUMBER	310-476-8561	FAX	
E-MAIL	aspiegelman@wisela.org	WEBSITE	www.wisela.org
URJ DISTRICT	Pacific Southwest	DATE POSITION IS AVAILABLE	July 1, 2017
POSITION TITLE	Director of Congregational Engagement	FULL or PART-TIME	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. 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	1800	140 (K-12)	140 (RS) 65 (7-12)	65
FIVE YEARS AGO	2000	180	188 (RS) 77 (7-12)	85
FUTURE DEMOGRAPHIC PROJECTIONS ARE Growth - our preschool is growing and we are actively working on retention efforts.				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	5	12	19	18	26	29	29	20	14	10	4	9	11
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	K	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	2.0
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING			No
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Camp Wise (7-week day camp); 6 Points; Newman			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:00-11:30AM	Sunday 11:30-12:30Am	Non traditional	Non traditional
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Yes	
CAMP(CONGREGATION ONLY)			
K-6 June 19 - August 4			
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	Yoshi Zweiback	lol	5
RABBI	David Woznica	full	12
RABBI	Ron Stern	full	18
Rabbi	Josh Knobel	full	3
CANTOR	Nathan Lam	full	40
EDUCATOR	Andrea Gardenhour	full	8
ASSISTANT EDUCATOR	Ashley Marx	full	1
ADMINISTRATOR	Melanie Fisher	full	10
EARLY CHILDHOOD EDUCATOR	Jennifer Shankman	full	1
Day School Head	Tami Weiser	full	7
Executive Director	Sharon Spira-Cushnir	full	1

--	--	--	--

Does the professional staff undergo a regular performance review process ? How often ?

Yes - every year.

Please include a description of this process, especially as it applies to the educator.

We begin with a self-review and then spend time working together in a reflective process, guided by the agreed upon job description and goals we've set. Feedback from lay-leadership is part of the process.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Melanie Fisher	full	7
TO RABBI(S)	Arlene Spiegelman	full	1
TO CANTOR(S)	Shari Ramsey	full	1
TO ADMINSTRATOR			

NUMBER OF TEACHERS (RS)		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	3	ART	1
PRIMARY	7	COMPUTER	1
INTERMEDIATE	n/a	DANCE	n/a
UPPER	n/a	DRAMA	n/a
BAR / BAT MITZVAH	2	HEBREW	2
HIGH SCHOOL / POST B'NAI MITZVAH	8	LEARNING CENTER	6 (Beit Midrash)
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	n/a
CUSTODIAL STAFF (specify full or part-time)		Full	

IV. FACILITIES

SANCTUARY	yes	NUMBER OF CLASSROOMS	26
CHAPEL	yes	ART ROOM	yes
LIBRARY	yes	MUSIC ROOM	yes
SOCIAL HALL / AUDITORIUM	yes	YOUTH LOUNGE	yes
SANCTUARY / SOCIAL HALL COMBINATION	yes	TEACHER RESOURCE CENTER	yes
		EDUCATOR'S OFFICE	yes
		COMPUTER ROOM	yes
		STUDENT LEARNING CENTER	yes
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		n/a	

AGE of BUILDINGS:	SANCTUARY	30	SCHOOL	50	OFFICE AREA
-------------------	-----------	----	--------	----	-------------

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

No

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1964	and became a member of the URJ (UAHC) in	1964
The Shabbat prayer book used is	Mishkan T'filla		
The High Holy Day <i>machzor</i> used is	We are in the process of creating our own.		
Has the Religious School received ARJE Accreditation ?	No (BJE)	If yes, in what year ?	n/a

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

We make meaning and change the world.

We do this in sacred community through...

...ongoing, significant acts of loving kindness and Tikkun Olam (גמילות חסדים-תיקון עולם)

...the mindful study of Torah and the pursuit of wisdom (תלמוד תורה)

...worship that inspires, uplifts, and connects us to God (עבודה)

...a lifelong commitment to one another, Israel, and the Jewish People (עמיות)

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

We are known for our strength in education (day-school, Center for Youth Engagement, Center for Jewish Life), music, and, more recently, through our Freedom Schools (now called [Wise Readers To Leaders](#)).

What are the strengths of your educational program?

We have worked hard to make our program engaging and attractive to students and families alike with opportunities for music, art, dance, and cooking. We have a magnificent facility which affords many opportunities to program in a variety of ways including a swimming pool and, as of September, 2017, an indoor gymnasium.

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

Creative, collaborative, empathetic

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

- Connecting deeply with our families, students, teachers, and lay-leadership.
- Working with Senior Rabbi and Senior Staff on implementation of our 5 Year Vision and Strategic Plan (currently in planning stages - strategic plan to be completed by June, 2017)

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

- We want to make a real difference for our families, for the Los Angeles community, for Israel, and for the world.

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

- Completing phase one of our master plan (new gymnasium and Wise Commons green space)
- Launching Phase II of the master plan (reimagining the Sanctuary, welcoming pavilion, event space and adult learning spaces)
- Growing our Parenting Center, Early Childhood Center, Elementary School, and Congregational School

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	Bel Air, California	Total Jewish population	
JEWISH INSTITUTIONS IN AREA	yes		
JCC	yes		
Federation	yes		
Jewish Family Service	yes		
Central Jewish Education Agency	yes		
Jewish Day School (which grades) ?	yes (on location)		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public/private		
Colleges, universities and music conservatories in the area include	USC, UCLA, LACM, CSUN		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Wide Range		

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."**

PROPOSED SALARY or SALARY RANGE	\$90K - \$110K+ depending on experience.
Percentage of pension (RPB) in addition to salary (15% recommended)	Senior staff receive pension up to 5%
Length of original contract (two years recommended)	Two years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	x	Moving Allowance	X	Books & Periodicals	x	Sabbatical	
Major Medical Insurance	x	Professional Dues	x	Congregational Membership	x	Cell Phone	
Dental Insurance	x	ARJE Conference	x	Religious School Tuition	x	Laptop Computer	x
Long Term Disability Insurance	x	URJ Biennial	x	Early Childhood Tuition	x	Israel Trips	x
		Regional URJ Gathering	x				
Other (please specify)	We offer generous tuition remission to staff for our day-school (Wise-School.org)						

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 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	Yoshi Zweiback, Senior Rabbi
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Yoshi Zweiback	POSITION	Senior Rabbi
STREET ADDRESS	15500 Stephen Wise Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Los Angeles, CA 90077		
TELEPHONE NUMBER	310-476-8561	FAX	
E-MAIL	RabbiYoshi@wisela.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Arlene Spiegelman, aspiegelman@wisela.org			

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

Position Description
Director of Congregational Engagement
Stephen Wise Temple

Our Mission: *We make meaning and change the world.*

We do this in sacred community through...

- *ongoing, significant acts of loving kindness and Tikkun Olam*
(גמילות חסדים-תיקון עולם)
- *the mindful study of Torah and the pursuit of wisdom* (תלמוד תורה)
- *worship that inspires, uplifts, and connects us to God* (עבודה)
- *a lifelong commitment to one another, Israel, and the Jewish People* (עמיות)

The Director of Congregational Engagement will work collaboratively with staff and lay-leadership to design and implement strategies to engage deeply as many Stephen Wise Temple congregants and potential congregants as possible in our mission. Recognizing that there are many ways to connect to our communal vision, the Director of Congregational Engagement will serve as a “door-opener,” counselor, coach, mentor, pied-piper, and rav (“teacher”), enabling and inspiring congregants of all ages to make meaning and change the world as part of the Stephen Wise Temple community.

Specific areas of focus and constituencies served will include:

- Management of our Center for Youth Engagement team (3 full-time staff including a Rhea Hirsch graduate) which has oversight of Sunday School (grades K-6), Camp Wise (summer day-camp), after-school enrichment for Wise School, and WTY (Youth Group program for grades 7-12).
- Outreach to and Engagement of empty nesters
- Outreach to and Engagement of 20s & 30s community
- Outreach to and Engagement of Wise Years community (60s and up)

The Director of Congregational Engagement will work directly with the Senior Rabbi to design an engagement plan that supports the congregation’s five year vision and then partner with the Executive Director, clergy, director of membership, and other staff and lay-leadership to create a strategic plan for its implementation which will include clear and measurable goals and objectives with defined benchmarks and metrics.

DESIRED SKILLS AND CHARACTERISTICS: -

- Master's degree in Jewish education or advanced training in Jewish education from an accredited program preferred with training in curriculum development, teacher training and supervision
- Hebrew proficiency and an in-depth knowledge of Jewish texts
- Excellent written and oral communication skills
- Demonstrated ability to innovate and experiment programmatically
- Demonstrated ability to manage and supervise a team including the ability to recruit and retain talent
- Hard-worker who is willing to take the initiative in order to develop a program or an idea who is, at the same time, sensitive to the importance of process and collaboration
- Ability to work with and relate to congregants of all ages