



**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 Beth Israel	<b>DATE OF APPLICATION</b>	Jan 24, 2017
<b>STREET ADDRESS</b>	3033 North Towne Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Pomona, California, 91767		
<b>TELEPHONE NUMBER</b>	(909)626-1277	<b>FAX</b>	
<b>E-MAIL</b>	Rabbi@tbipomona.org	<b>WEBSITE</b>	www.tbipomona.org
<b>URJ DISTRICT</b>	West	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2017
<b>POSITION TITLE</b>	Director of Youth Education	<b>FULL or PART-TIME</b>	Part

**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

Director of Youth Education  
Temple Beth Israel  
Pomona, California

#### Job Description

The Director of Youth Education is responsible for managing the policies, regulations, procedures, and curricula to ensure that all students are supervised in a safe traditional Jewish learning environment. Duties may include the following:

#### Program Responsibilities

- Establish, promote, and model high standards and expectations for all students and staff;
- Maintain, manage, and evaluate dynamic curricula and programs consistent with TBI's mission;
- Develop a master calendar for curricular programs and events;
- Supervise the education team of staff and volunteers;
- Children's High Holiday Program;
- Teach curricula as needed.

#### Administrative Responsibilities

- Conduct day-to-day program management including supervision and training of staff and volunteers, and enrollment and supervision of students;
- Establish a professional rapport with students and staff, displaying the highest ethical and professional behavior;
- Manage the Beit Sefer budget in a fiscally conservative manner;
- Conduct outreach activities;
- Assist in organizing and attending monthly education committee meetings;
- Assist with fundraising efforts;
- Maintain student and staff records according to TBI policies and laws.

#### Communication Responsibilities

- Attend TBI Board meetings regularly;
- Maintain weekly communication with parents through newsletters and other communications;
- Conduct faculty meetings and trainings;
- Attend B'nei Mitzvot and other religious events (ie: High Holidays) as appropriate.

Other Duties as Needed.

## 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	418	78	125	12
FIVE YEARS AGO	420	100	150	16
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

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

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD
36		
OTHER (specify):		

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING		JEWISH PARENTING PROGRAMMING			
CAMPS (URJ REGIONAL AND CONGREGATIONAL)					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9-12	Wednesdays 4-6	Managed by Rabbi Sundays 12-2:30	Once/month 12-2:30
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
7am – 6pm	1 – 6 pm		
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	Jonathan Kupetz	Full	13
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Paul Buch	Full	13
EDUCATOR	Leah Zimmerman	Part	10
ASSISTANT EDUCATOR			
ADMINISTRATOR	Art Beckerman	Full	12
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			
PRESCHOOL DIRECTOR	Deborah Pruitt	Full	30

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. Senior staff undergo an annual review process and are evaluated by the Rabbi and VP of Education. Open communication between team members throughout the year is the norm.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Part-time	1
TO RABBI(S)	1	Full-time	3
TO CANTOR(S)			
TO ADMINSTRATOR	1 (shared with Rabbi)	Full-time	3

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	Yes
PRIMARY	5	COMPUTER	
INTERMEDIATE	3	DANCE	Yes
UPPER	1	DRAMA	
BAR / BAT MITZVAH		HEBREW	Yes
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS?	No	LIBRARIAN	Yes
CUSTODIAL STAFF (specify full or part-time)		Full-time	

#### IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	12
CHAPEL		ART ROOM	x
LIBRARY	X	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	x	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	x
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL? Yes, but at separate times.			

AGE of BUILDINGS: SANCTUARY	Built in 1961, remodeled in 1980's	SCHOOL	30	OFFICE AREA	
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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.

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1931	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Mishkan Hanefesh		
Has the Religious School received ARJE Accreditation?	No	If yes, in what year?	

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

- 1) Developing student's Jewish identity
- 2) Maintaining a diverse, multigenerational experience
- 3) Securing financial sustainability for our future

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

Leadership, Diversity, & Commitment to Youth Education

What are the strengths of your educational program?

- 1) B'Nei Mitzvot students obtain a high level of Jewish knowledge & competency including Torah & Prayer skills.
- 2) Professional & lay leadership
- 3) Developing multigenerational experiences in the school & empowering teens to be part of the educational experience with younger students.
- 4) Growing teen involvement with NIFTY

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

Collaboration, Flexibility, & Communication.

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

- 1) Maintaining the current diverse curricula
- 2) Viewing the Teachers as partners in the educational process
- 3) Parent communication

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

The primary goal for parents is to have students connect with the Jewish community as most students do not attend school during the week with other Jews.

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

- 1) Creating financial sustainability
- 2) Transition through the potential retirement of some senior staff
- 3) Demographic changes & affiliation trends in the greater population

## 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	Over 4 Million in the Inland Empire.	Total Jewish population	1%
JEWISH INSTITUTIONS IN AREA	TBI is the largest temple in the Inland Empire. In addition to TBI, there are vibrant temples which include Chabad, and temples in Ontario, West Covina, Riverside, and Redlands.		
JCC	The closest JCC is in Pasadena.		
Federation	Jewish Federation of the Greater San Gabriel and Pomona Valleys		
Jewish Family Service			
Central Jewish Education Agency			
Jewish Day School (which grades)?			
Other			
Majority of members' children attend public school, private school, or Jewish day school?	Public Schools		

<b>Colleges, universities and music conservatories in the area include</b>	<b>The Five Claremont Colleges, University of LaVerne, Western University of Health Science, and many more.</b>
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?</b>	<b>TBI is a short drive to all Los Angeles has to offer.</b>

## 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>	\$25,000 - \$35,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	Inclusive
<b>Length of original contract (two years recommended)</b>	Two Years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY				
Medical-Hospitalization	Moving Allowance	Books & Periodicals		Sabbatical
Major Medical Insurance	Professional Dues	Congregational Membership	x	Cell Phone
Dental Insurance	ARJE Conference	Religious School Tuition	x	Laptop Computer
Long Term Disability Insurance	URJ Biennial	Early Childhood Tuition	partial	Israel Trips
	Regional URJ Gathering			
Other (please specify)				

### 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	<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>	
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Jeanine Borland Mann	<b>POSITION</b>	Vice President of Finance
<b>STREET ADDRESS</b>	3033 N. Towne Ave		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Pomona, CA 91768		
<b>TELEPHONE NUMBER</b>	(650)218-6033	<b>FAX</b>	
<b>E-MAIL</b>	jeaninemann@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>			
jeaninemann@gmail.com			
rabbi@tbipomona.com			

### Temple Beth Israel Mission Statement

Temple Beth Israel, a Reform Jewish congregation, is established for the purpose of maintaining and enhancing the quality of Jewish life in our region. This purpose is achieved through Torah (lifelong Jewish study), avodah (Jewish observance), and gemilut hasadim (acts of loving kindness). These values are expressed through the creation and development of educational programs Jews of all ages and backgrounds, the facilitation of Jewish worship and ceremonies, and participation in tikun olam (repair of the world). Further, we are dedicated to sustaining our connection to Israel and Klal Yisrael (Jews throughout the world). We are committed to being a Jewish community that is diverse and inclusive, offers resources for the shaping of a positive Jewish identity, and provides a gathering place for communal activities.