



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	Temple Mount Sinai	DATE OF APPLICATION	1/30/2017
STREET ADDRESS	4408 North Stanton		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	El Paso, Texas 79902		
TELEPHONE NUMBER	915-532-5959	FAX	915-533-0092
E-MAIL	info@templemountsinai.com	WEBSITE	www.templemountsinai.com
URJ DISTRICT	Southwest	DATE POSITION IS AVAILABLE	May 2017
POSITION TITLE	Director of Congregational Learning & Engagement	FULL or PART-TIME	FT

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 Job Description

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	302 Full, 40 Donor	30	46	5
FIVE YEARS AGO	336, 40 Donor	46	77	7
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
7	4	0	10	1	9	4	4	4	3				
OTHER (specify): Geshet (0-3 years) - 9; Madrichim (teen teaching assistants) - 12 ; Confirmation – 6; Hebrew School - 15; MSTY and mini-MSTY (Youth Group) - 35													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	9
ADULT PROGRAMMING	Saturday Torah Study, Open Tent (Conversion class - monthly), Talmud Torah (2 per week), Scholars in Residence (2-3 per year)			JEWISH PARENTING PROGRAMMING	N/A
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	We promote URJ camps and other Jewish camps and provide scholarships for such				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, 9:30am – 12:00 noon	Sunday, 12:15pm -1:30 pm	Sunday, 5:30pm-6:30pm	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	N/A	N/A
CAMP(CONGREGATION ONLY)	N/A		
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 Ben Zeidman	FT	2 years
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR – Interim	Judy Grodin	PT	1 year
ASSISTANT EDUCATOR			
ADMINISTRATOR	Sally Parke	FT	12 years
PROGRAM DIRECTOR			
YOUTH WORKER	Stacy Berry	PT	8 years
EARLY CHILDHOOD EDUCATOR			
Music Director	Carlos Gamez	FT	2 years
Administrative Assistant	Elisa Given	FT	6 years
Accompanist	Linda McClain	PT	8 years

**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.**

Yes, please see attached Employee Review which is performed annually.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Sylvia Krapin	Sundays only	
TO RABBI(S)	Elisa Given	FT	6 years
TO CANTOR(S)			
TO ADMINSTRATOR	Elisa Given	FT	6 years

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY	4	COMPUTER	
INTERMEDIATE	Rabbi	DANCE	
UPPER	Rabbi	DRAMA	
BAR / BAT MITZVAH	Rabbi	HEBREW	2 PT
HIGH SCHOOL / POST B'NAI MITZVAH	1	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1 PT
CUSTODIAL STAFF (specify full or part-time)		3 FT	
Music Director – 1 FT			
Gesher (0-3 years) meets 2 times per month 1 PT			
Jewish Family Jams – 1 PT meets monthly			

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	14
CHAPEL	Yes	ART ROOM	1
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	No
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	Boardroom, Commercial Kitchen and Auxiliary Kitchen, Playground, Gift Shop, Apartment, Library, Study, Stage, 7 offices		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	N/A		

AGE of BUILDINGS:	SANCTUARY	55	SCHOOL	55	OFFICE AREA	55
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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.
N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1898	and became a member of the URJ (UAHC) in	UAHC many years ago
The Shabbat prayer book used is	Mishkan Tefillah		

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. To serve as a Jewish center of worship and learning for all ages with vibrant services, programs and activities.
2. To strengthen membership by fostering meaningful relationships with congregants through pastoral and community care.
3. To maintain a strong connection in the El Paso community, and to the greater Jewish community at-large, utilizing the principles of tikkun olam, mitzvot, and tzedakah.

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

Fortunately, Temple Mount Sinai's strengths are many. First and foremost, we are a dedicated group with a history of togetherness. We care deeply about our Temple and are committed to preserving its history and growing upon it. Not only do we have longevity with our congregants, but the fact that we have only had ten rabbis in the past 119 years shows the long term relationships and connections that are formed here. We have always maintained, and will continue to maintain, a strong Jewish presence in El Paso. One way that we are able to ensure our future is through our strong financial position. Some very smart, caring, and generous members had the foresight to establish an endowment to supplement our finances many years ago. That endowment continues to grow and will further support our operations and efforts in perpetuity.

What are the strengths of your educational program?

1. We recently implemented a new curriculum from the Institute of Southern Jewish Life which includes staff training and support.
2. The religious school staff is a committed group with years of experience.
3. Active religious school parents.

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

1. Educated and knowledgeable – can implement a wide variety of educational programs for all ages
2. Strong organizational and communications skills – capable of facilitating and directing staff and volunteers
3. Flexible and friendly – welcoming to all

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

1. Capable of adapting to our congregational culture
2. Motivate our youth through creative programming
3. Engage membership in meaningful programs

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

Even though our youth numbers have declined in recent years, our congregation remains stable, fiscally strong and active. With the addition of our new Rabbi just 2 years ago, our congregation is extremely motivated and membership is on the rise.

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

1. Temple Mt. Sinai has started a strategic planning process in which we are working together to define where we want to go as a congregation. We expect that this process will help us explore new focuses and direction.
2. Our 55-year old building is beautiful and an El Paso landmark. It will be important to assess maintenance and renovation issues, as well as the efficiency and location of the physical plant, to ensure it is meeting the needs of the congregation moving forward.
3. With the demographic shift in religious affiliation that so many are experiencing now, connecting with all Jewish people (affiliated and unaffiliated) is key to maintaining, strengthening and growing our community. Outreach and a dialogue on collaborating with the entire Jewish community needs to be coordinated. El Paso's Jewish population consists of approximately 5,000 people who remain connected regardless of their institutional preference. Working in conjunction with the Jewish Federation and others, we may be able to increase services and programs for everyone.

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	700,000	Total Jewish population	5,000+/-
JEWISH INSTITUTIONS IN AREA	Temple Mount Sinai (Reform Congregation), B’Nai Zion (Conservative Congregation), Chabad Lubavitch,		
JCC	Pre-School Only		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency	No		
Jewish Day School (which grades) ?	Yes (K-6)		
Other	Jewish Community Foundation, Jewish Community Relations Council through Federation, Jewish War Veterans, Anousim Center, Hadassah, Women of Reform Judaism, Men of Reform Judaism, Holocaust Museum		
Majority of members’ children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	Colleges and universities in the area include the: University of Texas at El Paso; Texas Tech University Health Sciences Center; Paul D. Foster Medical School; New Mexico State University in Las Cruces, NM; Texas Tech School of Architecture; El Paso Community College; UTEP School of Nursing; Texas Tech Gayle Hunt School of Nursing; Southwest University at El Paso; International Business College; Kaplan College; Vista College - Computer Career Center; Western Technical College; CET-El Paso; Franklin College; University of Phoenix, Park College on Ft. Bliss; and Monterrey Tech and the Autonomous University of Ciudad Juarez in Cd. Juarez		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	<p>El Paso is located at the very western tip of Texas in the Chihuahuan Desert along the Rio Grande River. It adjoins both the State of New Mexico and the country of Mexico. Our region’s history spans more than 400 years and fuses Native American Spanish, Mexican and the American cowboy traditions into one cohesive unit. As a result, the Latino influence in the city is strong, making up over 80% of the population today.</p> <p>Our 700,000 residents join another 1.7 million across the river in Ciudad Juarez, Mexico forming the largest binational (and bilingual) international metroplex in the world. This rich culture pervades everything in El Paso from its architecture to its great Mexican food. El Paso is also home to Fort Bliss, the second largest military installation in the US. Strategically situated near Fort Bliss are Biggs Airfield, McGregor Range, William Beaumont Army Medical Center and Holloman Air Force Base in Alamogordo.</p> <p>We boast the fact that we rarely have a day in El Paso (summer or winter) when the sun does not shine -- in fact, the sun shines over 300 days a year! Our people are as warm as our sunshine. We are also proud to say that we are: the #1 Safest U.S. City over 500,000 for three years and counting; the #3 Top Best City to Raise a Family; the #18 America’s Best Performing City for Growth in Jobs; and an Inaugural Member of the 100 Resilient Cities as named by the Rockefeller Foundation. We are experiencing a Renaissance in our city with the passage of the largest Quality of Life bond program (\$474 million) in decades. Accompanying this, the city and its private partners constructed a 9500-seat ballpark to house the AAA affiliate of the San Diego Padres baseball team, now known as the El Paso Chihuahuas. In the first season of play, the majority of games were sold out. More is happening every day, with new retail, housing and restaurants</p>		

coming on board to support these efforts. This is a wonderful time to live, work and play in El Paso!

Some institutional and cultural highlights of the city include: Mission Trail, Guadalupe Mountains National Park, El Paso Museum of Art, Ysleta Del Sur Pueblo-Tigua Cultural Center, El Paso Zoo, Ft. Bliss Museum, Centennial Museum, Magoffin Homestead Historical Site, Chamizal National Memorial, San Elizario-Main Street Gallery, Wilderness Park Museum, El Paso Symphony Orchestra, El Paso Opera, Plaza Theater, Film Festival, National Border Patrol Museum, Western Playland, Hueco Tanks, Franklin Mountains State Park, Wyler Aerial Tramway, Botanical Gardens at Keystone Heritage Park, US Army Defense Artillery & Fort Bliss Museum, El Paso Museum of Archaeology, El Paso Museum of History, Thousand Steps Trail, Concordia Cemetery, El Paso Exploreum, El Paso Municipal Rose Garden, Railroad & Transportation Museum, El Paso Playhouse, Sun Bowl, El Paso Downtown Artist & Farmer's Market, Aldrette-Candelaria House, Wet N'Wild, International Museum of Art, Medical Center of Americas, regional command centers for federal agencies including FBI, DEA, and Border Patrol

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	\$50,000-\$60,000
Percentage of pension (RPB) in addition to salary (15% recommended)	Negotiable – not currently a benefit for all employees
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	x	Moving Allowance	TBD	Books & Periodicals	x	Sabbatical	
Major Medical Insurance	x	Professional Dues	x	Congregational Membership	x	Cell Phone	
Dental Insurance		ARJE Conference	x	Religious School Tuition	x	Laptop Computer	x
Long Term Disability Insurance		URJ Biennial	x	Early Childhood Tuition		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 ?	Not at this time
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	Lori Gaman, President
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Debbie Hamlyn	POSITION	VP Administration
STREET ADDRESS	4408 North Stanton		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	El Paso, Texas 79902		
TELEPHONE NUMBER	915-532-5959	FAX	915-533-0092
E-MAIL	info@templemountsinai.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Debbie Hamlyn - hamlyndeborah23@gmail.com			
Lori Gaman – ljgaman@sbcglobal.net			

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

Mission Statement:

Temple Mount Sinai is the Reform Jewish Congregation serving El Paso, Texas.
We are a congregation of supportive, caring and diverse people with a rich history.
Temple is a place for prayer, ritual, spirituality, education, wholeness and healing, social action and celebration.

Vision Statement:

Temple Mount Sinai, a diverse Reform congregation, is committed to honoring our heritage and laying a foundation for a vibrant Jewish future. We continuously aspire to:

- Be responsive and relevant to our membership;
- Embrace Torah, *Avodah*, *Tikkun Olom*, lifelong learning, ethical living, and a search for Holiness; and
- Strengthen our connection with the Jewish people, our community and Israel.

Director of Congregational Learning and Engagement
Draft Job Description
January 2017

The Director of Congregational Learning and Engagement will, in partnership with the rabbi and lay leadership, coordinate, develop, and administer Temple Mount Sinai's Religious School (all educational programming for students ages 0 through high school) as well as adult learning, programming and engagement initiatives. S/he will work in collaboration as a part of the Temple Mount Sinai team. The Director of Congregational Learning and Engagement is supervised by the rabbi and works collaboratively with all staff, lay leadership and volunteers.

Job Responsibilities:

Adult Education and Programming:

- Plans and coordinates events and on-going programs for learning, social, social action and fundraising purposes
- Works with scholar-in-residence or other guests to coordinate functions/events/weekends for temple
- Recruits members to volunteer for activities connected with programming and events
- Develops and implements new programs and events intended to engage members and broader community
- Grant writing for programming grants
- Works with Membership Coordinator to recruit, train and oversee volunteers needed for programs
- Works with Membership Coordinator to match congregants' skills and interests with congregational opportunities
- Maintains flexible schedule to include early mornings, evenings and weekends; personally attends many activities as the face of Temple engagement including but not limited to Jewish holidays, festivals, Shabbat services, relevant Temple programs and events and meetings with members
- Develops and implements programs and events in conjunction with lay leadership and staff which are intended to reach out and engage members
- Develops key relationships with extended community

Religious School:

- Serves as Religious School Director and Administrator
- Fulfill administrative functions that ensure the success of Religious School programs and events
- Manages Religious School budget
- Coordinates curriculum and faculty
- Coordinates Religious School communication

- Coordinates and organizes parent volunteers to assist and provide input and buy-in, in all aspects of the Religious School program
- Assist with overseeing Madrichim (teen teaching assistants) program
- Facilitate teacher coordination and training to ensure success in the classroom
- Grant writing for education related grants
- Oversight of Youth Programming and supervisor of Youth advisor(s)

Temple Mount Sinai
Staff Review

Employee Name: _____ **Date:** _____

Position: _____

Exceeds Expectations: Employee demonstrates competency that is consistently above what is expected.

Meets Expectation: Employee demonstrates competency at a level that consistently meets job expectations.

Room for Growth: Employee needs to develop competency for continued success. Demonstrates some requisite skills.

	Exceeds Expectations	Meets Expectations	Room for Growth
Job Knowledge (understanding of job, skill level)			
Comments:			
Quality of Work/Attention to Detail (accuracy, thoroughness, acceptability)			
Comments:			
Productivity (quantity, promptness, time management)			
Comments:			
Dependability (follows directions, minimal amount of supervision required)			
Comments:			

Initiative (makes suggestions, anticipates problems)			
Comments:			
Cooperation (team player, work harmoniously with others, cross-trained and willing to step in where needed)			
Comments:			
Conduct (follows policies and procedures)			
Comments:			
Adaptability (ability to learn quickly, willingness to change tasks)			
Comments:			
Positive Attitude (helps to create effective work environment)			
Comments:			
Organization (maintains work area, prepares work logically, prioritization skills)			
Comments:			

Verbal Communication (ability to interact in a clear manner)			
Comments:			
Written Communication (messages are clear, good grammar)			
Comments:			
Congregant Support ("customer service"-oriented, maintains positive attitude)			
Comments:			
Follow Through (attends to task from inception to final resolution)			
Comments:			
Accountability (accepts personal responsibility for work)			
Comments:			
Results Focused (sense of pride, sense of urgency, achieves goals)			
Comments:			

Integrity (promotes respect and trust of others, maintains confidentiality)			
Comments:			
Attendance/Punctuality (arrives on time, works as scheduled)			
Comments:			

Areas requiring improvement:

What has the staff member done to improve since the previous review?

Plans for professional development of staff member:

Three to Five Goals for staff member between now and next review (to be completed by staff member):