



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	Congregation Bet Haverim	DATE OF APPLICATION	3/6/2017
STREET ADDRESS	1715 Anderson Rd		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Davis, CA 95616		
TELEPHONE NUMBER	530-758-0842	FAX	530-758-2310
E-MAIL	office@bethaverim.org	WEBSITE	www.bethaverim.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	7/1/2017
POSITION TITLE	Education Director	FULL or PART-TIME	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

Congregation Bet Haverim Director of Education Job Opening

Congregation Bet Haverim in Davis, CA is currently recruiting for a Director of Education.

ABOUT OUR COMMUNITY:

Congregation Bet Haverim (CBH) is located in Davis CA, home of University of California, Davis, which is a dynamic university city located midway between San Francisco and Lake Tahoe and 20 minutes from Sacramento. CBH is a thriving Reform congregation of 270 families with a healthy K-7 Religious School, a teen program for grades 8-12, and a growing young families program. We are an open and welcoming community to all people: single parents, singles, interfaith, multi-ethnic, LGBTQ, people of all ages and all abilities.

We strive to create a welcoming community that promotes positive experiences of Judaism in an inclusive and vibrant learning environment. Through Jewish education, worship and community, we create opportunities for partners and youth to engage and explore their Jewish experience.

POSITION TITLE: Director of Education

HOURS: Full-time, 40 hours/week.

GENERAL JOB DESCRIPTION:

The Director of Education is an integral part of our CBH community and creates a foundation for lifelong Jewish engagement for the young people of our congregation. The Director provides vision, leadership, implementation and oversight for religious and cultural education for our youth and their families from birth through high school. We are looking for someone who is passionate about engaging the whole child, the whole family, and our whole community in rich and diverse Jewish educational experiences. The Director of Education reports to the Rabbi.

SPECIFIC RESPONSIBILITIES:

- Curriculum – develop and implement a creative and innovative, relevant and impactful Jewish education curriculum for young people in our congregation. Directly implement Pre-K through B'nai Mitzvah religious and Hebrew education programs. Provide oversight for Haverim K'Tanim (young families) and Teen Programs, including Keshet (education), Confirmation, and teen youth group. Plan, organize, and, when appropriate, lead family programs and youth holiday and Shabbat programs. In conjunction with the Rabbi and the Education and Youth Committee (EYC), review vision and mission of education programs and ensure the implementation of community educational goals.
- Staff Supervision – Recruit, hire, and mentor an enthusiastic and committed education staff, including Teen Engagement Coordinator, Young Families Coordinator, Religious School and Hebrew School teachers and teaching assistants.
- Community Engagement – Develop and nurture relationships with students, families, staff, volunteers, congregants, and community partners. Coordinate volunteer efforts to support religious, Hebrew, and cultural education programming.
- Program Administration – Work as a member of staff leadership team with Rabbi, Executive Director, Director of Gan Haverim (preschool) and administrative staff to implement education programming that meets the life-span needs of our diverse congregation. Coordinate enrollment process and procure and maintain rich and engaging educational materials for teachers and students.

- Professional Development – Engage with local and national organizations and publications to further develop skills, generate new ideas, and keep apprised of trends, issues, and best practices in Jewish education. Transfer new insights and opportunities through mentoring and professional development of teachers and teaching assistants.

OUR IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS:

- A visionary educator with leadership and teaching experience
- A creative and innovative approach to curriculum and learning
- Strong background in and knowledge of multiple modalities of Jewish education (experiential, camp, classroom, Hebrew/Torah, arts, methods to engage learners of different ages, needs, and development)
- Passion for teaching and learning and enthusiasm for working with children and families
- Effective communication skills (verbal, written, interpersonal) to engage the diverse stakeholders involved in the Education Program (students – Pre-K through teens, parents, clergy, staff, volunteers, congregation partners)
- Flexible and collaborative leadership style
- Actively supportive of the deepest and widest possible Jewish exploration, learning, and connection by our students and families
- Open to a diverse range of Jewish observance and belief and welcoming toward all families
- Technology skills needed for program management and community and youth engagement
- Strong organizational skills to manage multiple people and programs and keep track of details and records

COMPENSATION / BENEFITS:

Salary \$50,000-\$70,000. Benefits package included.

APPLICATION PROCESS:

- Interested applicants, please send PDFs of current resume, cover letter, and contact information for three professional references to hr@bethaverim.org.
- Position will remain open until filled. Initial screening of applicants begins April 1st.
- For questions about the position, please contact Congregation Bet Haverim at hr@bethaverim.org.

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	270	55	80	12
FIVE YEARS AGO				
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	6	9	8	8	13	8	14	13	15	7	8		
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	45
OTHER (specify): 20 young families are part of a monthly Shabbat Safari program			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	yes	JEWISH PARENTING PROGRAMMING			
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Newman					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9:30-12:00	Wednesday	Sunday evening 6:30-8:00pm	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Monday - Friday			
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	Greg Wolfe	Full – time	22
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Malka Sansani	Full-time	20
ASSISTANT EDUCATOR			
ADMINISTRATOR			
PROGRAM DIRECTOR			
YOUTH WORKER	Sarah Turteltaub	Part-time	Hired September 1 2016
EARLY CHILDHOOD EDUCATOR	Rhoda Rohnstock	Full-time	11

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.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1 office manager assists all	Full-Time	Hired on Feb 1 2017
TO RABBI(S)			
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS		ART
PRIMARY (K-3)	2	COMPUTER
INTERMEDIATE (4-7)	4	DANCE
UPPER (8-10)	3	DRAMA
BAR / BAT MITZVAH		HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)		

IV. FACILITIES

SANCTUARY	YES	NUMBER OF CLASSROOMS	5
CHAPEL		ART ROOM	
LIBRARY	YES	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	YES	YOUTH LOUNGE	
SANCTUARY / SOCIAL HALL COMBINATION	YES	TEACHER RESOURCE CENTER	YES
		EDUCATOR'S OFFICE	YES
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? Yes			

AGE of BUILDINGS:	SANCTUARY	1968	SCHOOL	1968	OFFICE AREA	1968
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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	1961	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Gates of Prayer		
The High Holy Day <i>machzor</i> used is	The New Machzor		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

We offer worship, education, and dynamic opportunities for engagement with the Jewish community of Yolo County

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

The strength of our community is demonstrated in the participation and engagement of our members, in the diversity of our congregation, and the warmth and joy that is expressed within family programs, holiday carnivals, tikkum olam projects, worship services, holiday observances and other community activities.

What are the strengths of your educational program?

We are an established program that offers enrichment and education to all ages. We have a young family program, an on-site pre-school, a K-12 educational program, a specific teen-centered program, and programing geared toward adults.

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

We are looking for a strong leader with great communication skills who has experience in multiple forms of learning.

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

1. Develop, adopt, and implement an innovative and engaging curriculum
2. Engage with the congregation and ensure regular and clear communications
3. Develop and mentor teaching staff and ensure accountability to the goals (not exactly right word) of each classroom

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

We represent diverse Jewish backgrounds and value experiential programs

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

We are a growing and engaged community. The incoming educational director will need to be able to

1. Develop an educational program that both meets age-appropriate learning objectives AND engages and inspires its students to digest these lessons in an active way.
2. Be able to actively listen to parents and respond to a community who have a diverse vision of religion and prayer (could be reworded better)
3. Create processes that ensure our educational goals and joy of Judaism are consistently passed along in classrooms when the college-aged teachers often turn over every few years.

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 ?	6/30/2017

VII. COMMUNITY ATTRACTIONS

General population of location	65,000	Total Jewish population	
JEWISH INSTITUTIONS IN AREA	Hillel of Davis, and various congregations in the Sacramento region		
JCC			
Federation	Sacramento Jewish Federation		
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 ?	Majority attend public school in Davis, CA		
Colleges, universities and music conservatories in the area include	UC Davis, California State University - Sacramento, Sacramento City College, Cosumnes River College		

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?

Davis Mondavi Center, Shrem Art Museum, Crocker Art Museum, River Cats stadium, Arco Arena, Golden One Center

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-\$70,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10 to 15%
Length of original contract (two years recommended)	Two Years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Neg.	Books & Periodicals	Neg.	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	Neg.
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition		Israel Trips	
		Regional URJ Gathering					
Other (please specify)	Health Insurance is provided at the current ACA Gold Level for an individual. Final benefits are negotiable.						

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	Bonnie Berman, Board Secretary
Signature	Bonnie Berman

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Bonnie Berman	POSITION	Board of Directors - Secretary
STREET ADDRESS	1715 Anderson Rd		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Davis, CA 95616		
TELEPHONE NUMBER		FAX	
E-MAIL	bonnieberman@yahoo.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
hr@bethaverim.org			
Doug; office@bethaverim.org			

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

Congregation Bet Haverim Mission Statement

Congregation Bet Haverim exists to promote the enduring and fundamental principles of Judaism and to ensure the continuity of the Jewish communal worship, study and assembly, and to apply the principles of Reform Judaism to the values and conduct of the individual, family, and the society in which we live.

Congregation Bet Haverim is the center for Jewish community life in Davis and its immediate surrounding area. We are committed to creating a deeply caring Jewish community which meets the educational, spiritual and social needs of people in all stages of life. We strive to create a welcoming community that promotes positive experiences of Judaism in an inclusive and vibrant learning environment. Through Jewish education, worship and community, we create opportunities for partners and youth to engage and explore their Jewish experience.

Congregation Bet Haverim Core Values

1. We maintain a Jewish presence in Yolo County, with a multiplicity of ways for Jewish life and expression.
2. We support Jewish people living Jewish lives, by providing opportunities, education and encouragement for maintaining and increasing involvement in Jewish peoplehood, religion, and spirituality.
3. We respect and value Jewish traditions.
4. We value lifelong Jewish learning.
5. We support Israel.
6. We want to be a warm, informal and egalitarian congregation – to remain “haimish.”
7. We value diversity, and welcome all members.
8. We respect all members and their ideas.
9. We strive to be responsive to the needs of our members.
10. We appreciate and value our members’ volunteer work for the congregation.