



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 Sinai	DATE OF APPLICATION	3/8/2017
STREET ADDRESS	8223 N. Port Washington Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Bayside, Wisconsin 53217		
TELEPHONE NUMBER	414-352-2970	FAX	414-352-0944
E-MAIL	kberk@congregationsinai.org	WEBSITE	www.congregationsinai.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2017
POSITION TITLE	DoCE	FULL or PART-TIME	Part-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 Sinai Half Time Educator Job Description

The Educator oversees and provides leadership to the congregation's educational program for youth. In partnership with the rabbi, the educator co-creates and facilitates the congregation's vision for Jewish education and, in so doing, carries out the following responsibilities:

EDUCATION AND CURRICULUM DEVELOPMENT:

1. Develops and implements articulated, integrated, developmentally appropriate curricula for our educational programs for children and families.
2. Surveys, evaluates, and selects relevant texts, classroom and audio/visual materials, designs and produces additional learning materials as needed to supplement those commercially available, and coordinates teachers' lesson planning.
3. Assists faculty to implement the URJ *CHAI* curriculum as well as the *Mitkadem* curriculum.
4. Works with faculty, students and parents to develop a sense of community and group identity within the classroom, the school and the home.
5. Plans and coordinates field trips, and special educational events for children, families.
6. Develops, conducts and, as appropriate, attends special activities and enrichment programs including Shabbat dinners, services and festival celebrations, congregational and community events, and *tzedakah* projects.
7. Develops educational programs for children with special learning needs.
8. Develops standards and procedures for evaluating students' progress.
9. Coordinates and teaches in the Kulanu community teen program, adult education program and elsewhere, as appropriate.

ORGANIZATION AND SUPERVISION:

1. Recruits, hires, motivates, supervises and evaluates teachers, teaching assistants (*Madrichim*), specialists, and family education teachers.
2. Implements an effective, comprehensive orientation program and ongoing training for faculty. Regularly schedules staff meetings, teacher training workshops, classroom visits and the individualized review and evaluation of lesson plans.
3. Maintains active communication with students and parents. Modifies, as needed, our school handbook and curriculum support materials, oversees student progress reports, and encourages parental involvement in the congregation's education program for children.
4. Communicates standards of appropriate conduct to students and parents. Counsels students having difficulties in their studies, or interacting with peers or teachers.

ADMINISTRATION:

1. Recommends, develops and implements policies and procedures to ensure smooth and effective operation including registration, calendar and scheduling, maintenance, discipline and safety, and budget and fees.
2. Works with the appropriate committees to develop, prepare and administer the educational component of the congregational budget.
3. Hires and supervises administrative personnel as require for the educational program.
4. Supervises Education Administrator Jeri Danz, and oversees enrollment, placement, attendance and progress of all students, ensuring their accurate and timely records are maintained and congregational policies are followed.

COMMUNITY INVOLVEMENT:

If possible, participate in the monthly Coalition for Jewish Learning (CJL) Principals' council.

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	310	53	77	15
FIVE YEARS AGO	330	61	93	18
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
10	10	4	6	5	6	6	8	13	5	3	2	3	2
OTHER (specify): 10 students who are serving as Madrichim and study once a month outside of Kulanu program													

DAY CARE	n/a	PARENTS' DAY OUT	n/a	EARLY CHILDHOOD	See below
OTHER (specify): Itsy-Bitsy Sinai – monthly activity/sing/play for preK not yet readers rabbi and cantor conduct					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	X	JEWISH PARENTING PROGRAMMING	X		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Olin Sang Ruby Institute in Oconomowoc, Wisconsin					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30 am. -12:00 pm	Tuesday 4:00 5:30 pm	Tuesday evenings, 6:00 – 8:00 pm	<- same
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
n/a	n/a	monthly	na
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	David B. Cohen	FULL	20
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTORIAL SOLOIST	Mark Cohen	PART	1
EDUCATOR	Barb Shimansky RJE	PART	4.5
ASSISTANT EDUCATOR			
ADMINISTRATOR	Karen Berk	FULL	10
PROGRAM DIRECTOR	Jen Friedman	PART	10
EDUCATION ADMINISTRATOR	Jeri Danz	FULL	7
EARLY CHILDHOOD EDUCATOR			

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)	FULL	
TO RABBI(S)	PART	
TO CANTOR(S)	PART	
TO ADMINSTRATOR	PART	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	10	BAND	1
INTERMEDIATE	4	DANCE	
UPPER	4	DRAMA	
BAR / BAT MITZVAH	3	HEBREW	1
HIGH SCHOOL / POST B'NAI MITZVAH	1	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)		1 FT 1 PT	

IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	12
CHAPEL	X	ART ROOM	1
LIBRARY	X	MUSIC ROOM	1
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	X	TEACHER RESOURCE CENTER	1
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	

OTHER (SPECIFY)

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? n/a

AGE of BUILDINGS:	SANCTUARY	55	SCHOOL	55	OFFICE AREA	12 (building expanded remodeled in 2006, including sanctuary and social hall)
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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	1955	and became a member of the URJ (UAHC) in	1955
The Shabbat prayer book used is	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used is	Gates of Repentance		
Has the Religious School received ARJE Accreditation ?	If yes, in what year ?		

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

- 1.) **Please see the attached list of our congregation's core values.**
- 2.) **To be a place where Jewish values operate, where Jewish language flows, where Jewish music sets the rhythm, where a community comes together. Not just the place of assemblage but rather a place where people feel ultimate connection with each other, with our staff and in those relationships find a connection with the Ultimate One**
- 3.) **To continue to relearn the lessons of the Experiment in Congregational Education. To continue to aspire to be a "Congregation of Learners" - where opportunities for Jewish study and growth extend to everyone, no matter their age or level of knowledge. And to continue our mission to be a "Learning Congregation - a community that reflects and deliberates on its purpose and direction, that learns from its past, carefully evaluates its present, and thoughtfully plans its future."**

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

Our reputation for excellence in education and the close-knit extended family orientation of Sinai, have attracted a dedicated segment of Milwaukee's Jewish community who participate actively. Sinai's congregants are talented, educated, and engaged, as well as generous with their time and spirit. Many are leaders in the Milwaukee Jewish community and the community at large.

In the past ten years, our social justice activities have blossomed. We have built relationships with the African American community as well as the Latino, Hispanic and Chicano communities. We are currently working to support undocumented families and refugees.

What are the strengths of your educational program?

Our youth education program enjoys a very stable, experienced teaching staff; a dedicated set of lay leaders who are willing both to be a part of a visioning process as well as occasionally pick up the bagels; a strong Madrichim program which has 23 students assisting in the classrooms, and even teaching occasional lessons under the teachers' guidance. Viewing education as essentially enculturation, we nurture a love for Jews, for Judaism and for Israel.

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

- 1.) **Knowledge of curriculum and teacher education**
- 2.) **Dynamic, engaging and personable**
- 3.) **A love for Torah, some facility in Hebrew reading, and the capacity to be an inspiring teacher**

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

- 1.) **Implementing a strong curriculum**
- 2.) **Support parents, students, teachers and madrichim**
- 3.) **Work in partnership with the rabbi and lay leaders to evaluate our current efforts and envision new ones**

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

The strength of the congregation is derived from people: congregants, lay leadership, and the professional staff, working in a shared, collaborative environment. This is a caring, giving, motivated and concerned group.

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

- 1.) **Grow the size of our membership and deepen their engagement and involvement.**
- 2.) **How best to continue strengthening a youth culture at Sinai, aimed at engaging youth in every facet of congregational life. While the B'nei Mitzvah preparation process is the primary portal, we hope to develop other avenues of access for this age group. Our participation in the B'nei Mitzvah Revolution and the URJ Communities of Practice Innovation Lab have helped us in this regard.**
- 3.) **In light of the changing demographics of Milwaukee's Jewish community, how can we best define and articulate Sinai's unique nature and vision, for our own members as well as the wider Jewish community?**

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 ?	May 31, 2017

VII. COMMUNITY ATTRACTIONS

General population of location	1.5 million, Milwaukee and Suburbs.	Total Jewish population	22,000
JEWISH INSTITUTIONS IN AREA			
JCC	A full service JCC that comprehensively serves all ages. A gem.		
Federation	Yes.		
Jewish Community Relations Council	Yes, and its director is an active member of our congregation		
Central Jewish Education Agency	Coalition for Jewish learning – under the Federation, has recently increased its role		
Jewish Day School (which grades) ?	Milwaukee Jewish Day School (community) K4-8; Hillel Academy K4-8; Yeshivah Elementary School K4-8; Wisconsin Institute for Torah Study 8-12		
Other	Jewish Museum of Milwaukee (a terrific asset, with a top notch education staff); The Milwaukee Jewish Community Foundation; The Milwaukee Hebrew Free Loan Association; , Jewish Family Services, Jewish Food Pantry, various assisted living facilities for elderly, disabled, etc.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	Marquette University, University of Wisconsin-Milwaukee, (UW Madison is 90 miles away), Milwaukee School of Engineering, Milwaukee Area Technical college, Alverno College, Cardinal Stritch University, Milwaukee Institute of Art and Design, Medical College of Wisconsin, Mt. Mary College, Concordia University, Wisconsin Conservatory of Music		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	<p>Music: Milwaukee Symphony Orchestra, Milwaukee Youth Symphony Orchestra, Waukesha Symphony, Fine Arts Quartet, Milwaukee Chamber Orchestra, Milwaukee Ballet, Bel Canto, Summerfest Music Festival (Rock and popular music, established in 1970, largest in the world)</p> <p>MUSEUMS: Milwaukee Art Museum, Betty Brinn Children's Museum, Milwaukee Public Museum, Planetarium, Haggerty Museum, Pier Wisconsin, Discovery World, Milwaukee Jewish Museum</p> <p>THEATER: Milwaukee Repertory Theater, First Stage Children's Theater, Milwaukee Chamber Theater, Milwaukee Shakespeare Theater, Renaissance Theater, Florentine Opera, Skylight Opera, Milwaukee Theater (venue for Broadway Touring Companies)</p> <p>Chicago (a world-class center for culture is only 90 miles away)</p>		

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	Part-Time 32,000.00 – 37,000.000
Percentage of pension (RPB) in addition to salary (15% recommended)	n/a
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	Moving Allowance		Books & Periodicals		Sabbatical	
Major Medical Insurance	Professional Dues	X	Congregational Membership	X	Cell Phone	
Dental Insurance	ARJE Conference	TBD	Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance	URJ Biennial	TBD	Early Childhood Tuition		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 ?	possibly
If "YES" please indicate which one and the title by which it is being listed	Jewishjobs.com

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	Rabbi David B. Cohen
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Rachel Eixenberger	POSITION	Chair of Search Committee
STREET ADDRESS	502 Kara Lane		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Grafton, WI 53024		
TELEPHONE NUMBER	and 414-412-3770	FAX	
E-MAIL	rachel@wernerassoc.com , kberk@congregationsinai.org ; rabbi@congregationsinai.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			

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

CONGREGATION SINAI – Statement of Core Values*

*** THE SET OF “COMMON VISION ELEMENTS AND VALUE STATEMENTS” DEVELOPED DURING THE ECE (Experiment in Congregational Education) PROCESS**

We value an intimate, friendly, inclusive and holy congregational environment that is functional, beautiful, and accessible.

- Our congregation’s small size makes it possible to celebrate as a community and an extended family.
- Every aspect of congregational program aims to inspire a sense of Kedusha/holiness.
- Physical space for prayer and learning is flexible for a variety of needs.

We value and respect the diversity of our membership.

- Groups within the congregation, such as “empty nesters” and “day school families,” are addressed programmatically even as they are encouraged to take part broadly in the congregation’s activities.
- We encourage participation irrespective of the learner’s background or level of knowledge.

We value individual learners.

- All congregants will be involved in Jewish learning, both as learners and teachers.
- As individual learners grow and change the congregation enables then to take the next steps.

We value Jewish learning as a way to build community.

- Congregants feel a part of our congregational community as well as the local Jewish community and the world Jewish community.

We value Jewish learning as a life-long endeavor.

- Multiple pathways invite participation and Jewish growth through high quality, compelling programming that provides a structure for people to move along their individual learning paths.
- We honor learners who have reached specific points of achievement.

We value the home and Synagogue as interdependent in the education process.

- Sinai provides the opportunities and foundation for enhanced expression of Jewish living both within the synagogue and in congregants' active daily lives.
- The congregation actively supports the home in fulfilling its role.

We value Jewish sacred texts as a primary source for learning.

- Learners engage the texts critically, yet lovingly.

We value Jewish learning as a multidisciplinary endeavor.

- Learning opportunities occur in a variety of contexts, locations, and structures.
- The arts are an integral mode of learning.
- Spiritual development is integrated across the curriculum.

We value Jewish teachers, as broadly defined.

- Teachers come from all walks of life: professionals, congregants, and volunteers.
- Teachers are recognized and supported for their roles both as teacher and student.

We value the process of informed choice as a necessary part of meaningful Reform Jewish living.

- The process of informed choice is modeled at all levels of congregational decision making.
- Congregants appreciate and understand the tenets and goals of Reform Judaism.

We value Tikkun Olam as a way to show our compassion and connection to our community around us.

We value Israel as a center of the Jewish people, our history and heritage.

We value creating an appreciation of and commitment to the state of Israel.

- Congregants of all ages travel to Israel to experience it firsthand.

We value the Hebrew language as an integral element of Jewish observance and identity.

- Opportunities abound for the study of Modern and ancient Hebrew.

We value Shabbat as a primary means for both personal and communal experience of Judaism.

- Congregants celebrate Shabbat at home.
- Communal Shabbat celebrations include Kabbalat Shabbat services.
- Segments of the community gather for a communal Havdalah to begin or end programs.

These core values are integrated into and are evident in all that we do.