



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 Har Zion	DATE OF APPLICATION	03-07-17
STREET ADDRESS	7360 Bayview Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Thornhill, Ontario L3T 2R7		
TELEPHONE NUMBER	905-889-2252	FAX	905-889-2258
E-MAIL	info@templeharzion.com	WEBSITE	www.templeharzion.com
URJ DISTRICT	Central	DATE POSITION IS AVAILABLE	June 1, 2017
POSITION TITLE	Director of Education	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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

Below and attached –

Job Description

Job Title: Director of Education

Reports to: the Rabbi

Direct Reports: Hebrew and Religious School Teachers; teen assistants

Summary

The Director of Education is the visionary educational leader of a vibrant Religious School. This position is accountable for providing a supplementary school Hebrew and Judaic program that educates and inspires our children and youth to learn about and embrace Reform Judaism through innovative, creative and relevant curricula for grades JK to 10.

We seek an educator who has experience in, and a passion for Reform Jewish education and congregational life, who thinks creatively, and who can help us look globally at a range of education programs for our diverse congregation. The ideal educator will also share our aspirations for learning programs that reach across the generations to excite, challenge and enrich all our members.

The primary focus of the position is children and youth education. The Director will also liaise with our active Adult Education committee and other Temple groups to foster connections and provide additional learning opportunities.

Responsibilities

- Recruiting, hiring, training, evaluating and retaining highly qualified teachers
- Providing an inspiring and engaging environment for both teachers and students
- Providing on-going feedback and coaching to our teachers
- Ensuring on-going professional development for teachers
- Planning, evaluating and updating the curricula that encompasses Hebrew instruction, Jewish history, culture, values, holidays, life cycle, music, *tikkun olam* and knowledge of Israel
- Assisting teachers in making our programming inclusive and relevant to all our student needs
- Working with the Rabbi and Cantorial Soloist to ensure the Hebrew program meets goals for B'nai Mitzvah preparation
- Building positive relationships and communicating regularly with teachers, parents, and students
- Creating and monitoring the school budget and submitting grant proposals
- Overseeing the registration process
- Overseeing the ShinShinim Israel Engagement program
- Promoting URJ summer camps, NFTY and other Reform Jewish experiences
- Planning and implementing Jewish holiday programs
- Assisting in community-wide family programming
- Assist in establishing ongoing University and College student outreach
- Supporting the work of the Social Action Committee
- Communicating with our membership about our School and other youth programs
- Preparing articles for the Temple Newsletter

- Enlisting and engaging volunteers
- Participating in the staff team's development of the annual calendar
- Attending monthly senior staff meetings
- Attending monthly board meetings
- Representing the Jewish educational community by sitting on local boards and councils
- Establishing and maintaining collaborative relationships with the community at large to facilitate continued growth in school enrollment and Temple membership

Qualifications

- Recognized teaching degree - a Master's Degree in Jewish Education or a Master's in Education is preferred
- Minimum of three to five years of related experience and a background in Reform Jewish education
- Strong commitment to, and knowledge of, Reform Judaism, Hebrew, Jewish life and culture
- Dynamic leadership skills to inspire participation from a diverse constituency of congregants and families with a variety of goals and priorities
- Substantial knowledge of supplementary school curriculum
- Strong and positive connection to Israel
- Strong Hebrew skills required in prayer book Hebrew
- Ability to write/adapt curriculum
- Creative and innovative
- Strong attention to detail
- Highly organized
- Strong administrative skills
- Easily builds trusting relationships
- Genuinely passionate about innovative educational practices and school leadership

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	493	86	108	18
FIVE YEARS AGO	538		197	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
3	5	6	11	13	14	10	11	15	8	7	5	N/A	N/A
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING			JEWISH PARENTING PROGRAMMING		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Many students of our school attend URJ Camp George as campers and staff					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday – Grades JK to Grade 6 9:30 am – 12:30 pm Monday – Grades 7-9 6:00 pm – 8:00 pm	Tuesday – Grades 3 to 7 4:45 pm – 6:45 pm	Monday – Grade 10 6:00 pm – 8:00 pm	N/A
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Family Programming for each grade	
CAMP(CONGREGATION ONLY) Congregational Supporter of URJ Camp George			
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 Cory Weiss	Full – time	10
ASSOCIATE RABBI	N/A		
ASSISTANT RABBI	N/A		
CANTOR	Tara Abrams	Full – time	16
EDUCATOR	Susan Sermer	Full – time	15
ASSISTANT EDUCATOR	N/A		
ADMINISTRATOR			
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			
EXECUTIVE DIRECTOR	Carol Handelman	Full-time	
YOUTH ADVSIOR	Steve Greenwood	Part-time	
HEBREW COORDINATOR	Karen Weiss	Part-time	8

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.

All professional staff undergoes a yearly performance review process. Past practices have the Immediate Past President (Human Resources portfolio) and current President overseeing the review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	An average of 8 hours/week	1
TO RABBI(S)	Full time shared amongst all senior staff	2
TO CANTOR(S)	N/A	
TO ADMINSTRATOR	N/A	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	Listed above as Hebrew Coordinator	ART	N/A
PRIMARY	The congregation employs 11 staff members who teach across the curriculum and grades. We also have 12 teen assistants.	COMPUTER	N/A
INTERMEDIATE		DANCE	N/A
UPPER		DRAMA	N/A
BAR / BAT MITZVAH	Cantorial Soloist oversees this program	HEBREW	N/A
HIGH SCHOOL / POST B'NAI MITZVAH	Included in above except for Grade 10 Confirmation which is taught by Rabbi	LEARNING CENTER	N/A
ARE THERE ANY FULL-TIME TEACHERS ?	N/A	LIBRARIAN	N/A
CUSTODIAL STAFF (specify full or part-time)		One person 40 hours/week on average	

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	
CHAPEL	Chapel and Library Combined	ART ROOM	N/A
LIBRARY		MUSIC ROOM	N/A
SOCIAL HALL	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes they are adjoined	TEACHER RESOURCE CENTER	No

	EDUCATOR'S OFFICE	Yes
	COMPUTER ROOM	No
	STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	We utilize all possible space for school programming on Monday and Tuesday evenings. Our Sunday program is held off site.	
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL?		N/A

AGE of BUILDINGS: 43 years	SANCTUARY	2015 newly renovated	SCHOOL	Est.1973	OFFICE AREA	43 years
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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.
 Sunday morning program (3+ hrs) is held at Leo Baeck Day School, which is a 10-minute (5 km) drive from the Temple location. We occupy the top floor and the building is approximately 23 years old.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1973	and became a member of the URJ (UAHC) in	1973
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	The Gates of Repentance		
Has the Religious School received ARJE Accreditation?	No	If yes, in what year?	

What are the three primary goals of your congregation/institution?
 Membership attraction, engagement and retention. Our aim is to have active participation by all our members and be a congregation dedicated to supporting Reform Jewish life. We want each family member to feel comfortable and see Har Zion as an extension of the home.

What are the congregation's/institution's strengths?
 We are a full-service multi-generational and very community focused, warm, inclusive, supportive and musical congregation. We provide a variety of programming for young children, teens, adult education, Torah study and have thriving Sisterhood, Brotherhood and Youth groups. Social Action is another strength.

What are the strengths of your educational program?
 Strong and well-developed curriculum, B'Nai Mitzvah Program, quality teachers who cross over to teach in all programs, dedicated and committed staff, strong connection to Israel, ShinShinim programming.

- What three qualities in your Educator are most important to the congregation/institution?**
1. Excellent communication and interpersonal skills
 2. Strong administrator with previous experience as a Reform Jewish Educator
 3. Positive role model who is innovative, enthusiastic, engaging, forward thinking and a mentor to staff

- The three most important priorities of the congregation/institution's Educator should be:**
1. Provide our students with the foundation for knowledge and love of learning to become educated Reform adults.
 2. Provide an engaging and meaningful curriculum that includes holidays and traditions, Torah and Tanach, G'milut Chasadim, Tzedakah, Israel, Jewish history and Jewish ethics as well as teaching a Hebrew curriculum which is siddur based and

allows students to develop literacy skills in prayer content so that they may follow and participate in worship services within the community.

3. Helping our students and their families form connections with other Temple families, thereby strengthening their ties to Temple Har Zion and the greater Jewish Community.

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

There is no single most important thing but rather many that make THZ who we – a warm, welcoming, caring, inclusive environment. Regardless of the program, event or worship service, this is our culture and we are consistent in our approach. The size of our school/congregation, the strength of our curriculum and the values of our community are also all important.

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

1. Stagnant or declining membership numbers with an aging demographic
2. Declining school enrollment
3. Successfully recruiting and engaging young families given there are many options in the area for the unaffiliated to be connected to Jewish life and education without synagogue membership

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement?	Yes our Educator is retiring.
On what date will the current educator relinquish his/her position?	May 31, 2017

VII. COMMUNITY ATTRACTIONS

General population of location	Greater Toronto Area (GTA) has 6 million people. York region population is 1.1 million.	Total Jewish population	Approx. 200,000 in the GTA (60,000 in York Region where THZ is located)
JEWISH INSTITUTIONS IN AREA	Several		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency			
Jewish Day School (which grades)?	Yes - JK-8, 9-12		
Other			
Majority of members' children attend public school, private school, or Jewish day school?	Public		
Colleges, universities and music conservatories in the area include	University of Toronto, York University, Ryerson University, Ontario College of Art (OCAD), Seneca College, Humber College, George Brown College, Centennial College, Royal Conservatory of Music, Ontario Conservatory of Music, Toronto Conservatory of Music and several other music schools.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	All		

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."**

PROPOSED SALARY or SALARY RANGE	The salary range is \$65,000 – 75,000 CDN
Percentage of pension (RPB) in addition to salary (15% recommended)	Open to discussion
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	X	Moving Allowance	limited	Books & Periodicals		Sabbatical
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone
Dental Insurance	X	ARJE Conference	X	Religious School Tuition		Laptop Computer
Long Term Disability Insurance	X	URJ Biennial	X	Early Childhood Tuition		Israel Trips
		Regional URJ Gathering				
Other (please specify)	Conference opportunities are dependent on Temple financial situation at time of request, there will be limited assistance with moving expenses, Medical & Dental benefits are available with a co pay split between the employee and the Temple. LTD available with contributions from employee.					

Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	Jewish job posting boards but not placement agencies
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	Shari Stancer, Immediate Past President & Chair of the Search Committee
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Signature	<i>Shari Stancer</i>
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CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Shari Stancer	POSITION	Immediate Past President
STREET ADDRESS	17 Skywood Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Richmond Hill, ON L4E 4L2		
TELEPHONE NUMBER	905-770-5303, cell 416-271-4248	FAX	
E-MAIL	sstancer@sympatico.ca		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
educatorsearch@templeharzion.com , sstancer@sympatico.ca , brenaecklertaylor@gmail.com			

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

TEMPLE HAR ZION

Job Description

Job Title: Director of Education

Reports to: the Rabbi

Direct Reports: Hebrew and Religious School Teachers; teen assistants

Summary

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Temple Har Zion Aim and Vision

Temple Har Zion is an intimate, caring, inclusive and vibrant community for Reform Jewish worship, learning and personal growth. Our aim is to have active participation by all our members. Temple Har Zion's dynamic Religious and Hebrew Education Programs offer a wide range of spiritual and educational experiences that meet the needs of each and every student. Jewish Education is a lifelong experience that does not stop at Bar or Bat Mitzvah and therefore, we offer a wide variety of programs to engage and enrich the knowledge of our adult members as well. The Temple's priority is to foster commitment to Judaism through the mitzvah of worship (t'fillah), study (limud) and good deeds (g'milut chasadim). We assist each other in times of stress and need and also recognize our responsibilities to the larger Jewish community and the State of Israel.

Our Mission

Temple Har Zion was founded with a strong vision of Judaism and congregational life. We strive to make our member families feel comfortable and regard Temple Har Zion as an extension of their home.

As a Jewish congregation, we are part of over 4,000 years of Jewish history. As a Reform Jewish Temple, we are committed to supporting and evolving tradition that meets the new challenges of this century. We are dedicated to making Judaism a thoughtful, authentic and meaningful expression of who we are as modern Jewish members of society.

Temple Har Zion Religious School Philosophy and Goals

Beit Midrash (House of Study), Beit Ivrit (House of Hebrew), and Beit No'ar (House of Youth) provide the building blocks for students to develop and deepen their Jewish identity by:

- Teaching a rich, engaging curriculum that includes holidays and traditions, Torah and Tanach (Hebrew Bible), G'milut Chasadim (deeds of loving-kindness), Tzedakah, Israel, Jewish history and Jewish ethics;
- Teaching a Hebrew curriculum which is siddur based and allows students to develop literacy skills in prayer content so that they may follow and participate in worship services within their community; and
- Helping our students and their families form connections with other Temple families, thereby strengthening their ties to Temple Har Zion and the greater Jewish Community.