



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 Beth David	DATE OF APPLICATION	6/20/2017
STREET ADDRESS	9677 Longden Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Temple City, CA 91780		
TELEPHONE NUMBER	(626) 287-9994	FAX	
E-MAIL	bethsna@gmail.com	WEBSITE	http://www.templebd.com/
URJ DISTRICT	West	DATE POSITION IS AVAILABLE	August 1, 2017
POSITION TITLE	Education Director	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

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		22	31	6
FIVE YEARS AGO		38	65	6
FUTURE DEMOGRAPHIC PROJECTIONS ARE		An increase in families and children of at least 50% over 3 years.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
2	2	3	4	2	4	0	4	1	2	4	3	2	1
OTHER (specify):													

DAY CARE	NA	PARENTS' DAY OUT	NA	EARLY CHILDHOOD	NA
OTHER (specify): Youth Group (Tov Chai)					

HEBREW BEGINS IN GRADE	K	AND CONTINUES THROUGH GRADE	8	CONFIRMATION BEGINS IN GRADE	
ADULT PROGRAMMING	Yes, handled separately (via Adult Ed Committee)			JEWISH PARENTING PROGRAMMING	NA
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		URJ: Gan Shalom			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30 to 12:30	Sunday 12:45 to 1:30	Sunday 9:30 to 12:30	Sunday 9:30 to 12:30
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
NA	NA	NA	NA
CAMP (CONGREGATION ONLY)			
NA			
OTHER (specify) Youth Group, 1 Wednesday per month, 6:30 to 8:30 PM. Approx. one event per month, hours vary.			

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	Alan Lachtman	Full time	41
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Richard Schwartz	Part time	8
EDUCATOR	Richard Schwartz	Part time	6
ASSISTANT EDUCATOR			
ADMINISTRATOR	Denise Waldrep	Part time	2
PROGRAM DIRECTOR			
YOUTH WORKER			
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.

Education director is evaluated twice a year via a collaborative workshop featuring input from teachers, Rabbi, and members of the Education Committee.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR		

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

IV. FACILITIES

SANCTUARY	Y	NUMBER OF CLASSROOMS	8
CHAPEL	N	ART ROOM	N
LIBRARY	Y	MUSIC ROOM	N
SOCIAL HALL / AUDITORIUM	Y	YOUTH LOUNGE	Y
SANCTUARY / SOCIAL HALL COMBINATION	N	TEACHER RESOURCE CENTER	N
		EDUCATOR'S OFFICE	
		COMPUTER ROOM	N
		STUDENT LEARNING CENTER	N
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? NA			

AGE of BUILDINGS: SANCTUARY 47 SCHOOL 50 OFFICE AREA 47

If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

NA

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1947	and became a member of the URJ (UAHC) in	1947
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 ?	Yes	If yes, in what year ?	UAHC recognized in 1983

- What are the three primary goals of your congregation/institution?
Developing people committed to morals and ethics of Judaism, living lives of meaning. Participation in social action (tkun olam).
- What are the congregation's/institution's strengths?
Friendly, welcoming, vibrant, many professional educators. Strong outreach to interfaith temples. Stable in terms of clergy. Open for innovation and creativity.
- What are the strengths of your educational program?

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

Sensitive to needs of diverse population. Embraces concept of tikun olam and encourages learning between teaching, students, and families.

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

Interface with parents, with Education committee, to stimulate program to engage students in learning and Jewish life. Assist with teacher training.

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

Temple Beth David is a caring community.

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

Growth, creating a learning community, inspiring congregants towards engagement with Judaism.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?
On what date will the current educator relinquish his/her position ?

VII. COMMUNITY ATTRACTIONS

General population of location	1.5 million	Total Jewish population	30,000 to 40,000
JEWISH INSTITUTIONS IN AREA			
JCC	In Los Angeles and in San Fernando Valley, but not in immediate area.		
Federation	Yes, active.		
Jewish Family Service	Yes.		
Central Jewish Education Agency	No.		
Jewish Day School (which grades) ?	Up to 7th or 8th grade.		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Majority attend public school, though some in private school.		
Colleges, universities and music conservatories in the area include	Claremont Colleges (including Claremont McKenna, Pitzer College, Harvey Mudd College, Pomona, and Scripps Colleges. California State Universities in Los Angeles and Pomona. USC, UCLA in vicinity.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	The temple is within the greater Los Angeles area. Los Angeles is a major cultural center with symphonies, basketball teams, opera, many museums in both art, science, and other areas, theatres, and music venues.		

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 \$20,000 to \$25,000

Percentage of pension (RPB) in addition to salary (15% recommended) NA

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 ✓	Congregational Membership ✓	Cell Phone
Dental Insurance ✓	ARJE Conference ✓	Religious School Tuition ✓	Laptop Computer
Long Term Disability Insurance	URJ Biennial	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? Yes

If "YES" please indicate which one and the title by which it is being listed Indeed, Jewish Jobs as Education Director

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

Beth R. Hoffman

Signature

Beth R. Hoffman

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Beth R. Hoffman	POSITION	Vice President of the Board of Directors
STREET ADDRESS	3726 Brilliant Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Los Angeles, CA 90065		
TELEPHONE NUMBER	310-691-6726	FAX	
E-MAIL	bethsna@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
bethsna@gmail.com, office@templebd.com			

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

Job Announcement

Education Director, Temple Beth David of the San Gabriel Valley

Temple Beth David is the home of a Reform Jewish congregation that embraces Judaism's values and traditions including spiritual discovery, educational richness, community, loving kindness, and personal responsibility. We are a warm, friendly congregation welcoming all Jews and interfaith families committed to living a Jewish life. Our congregation currently includes *** families, with ** students in the Religious School.

We are currently looking for an Education Director to provide guidance and support for the education of our younger members. The Education Director will work closely with temple leadership, both clergy (Rabbi and Cantor), staff (Office Administrator and Temple Librarian, Board of Directors, and the Education Committee, to provide excellent training in Judaism and Jewish life to students from pre-K to confirmation age.

The Education Director is a part-time (20 hr/week) position, responsible for the following duties:

- Develop and coordinate the curriculum, calendar and structure of the Religious School, Haskalah and confirmation, with help from the Education Committee.
- Perform chief administrative functions of the school including budgeting, registration and orientation, and staff time records; and maintain and monitor student attendance records.
- Select books and other educational materials for the Religious School and Bar/Bat Mitzvah program, with help from the Education Committee and Temple Librarian.
- Work with the Youth Directors to develop and oversee the Youth Group program.
- Be responsible for recruitment, hiring, training, supervision, and termination of teachers and aides.
- Work with the Education Committee to recruit new families and increase enrollment.
- Attend regularly-scheduled Board of Directors' meetings (second Thursday of each month, 7:00 p.m.) and offer Education Director's report.
- Attend professional development events including Educator's Conferences, local Jewish Federation meetings, and Builders of Jewish Education's principals' meetings and disseminate relevant information to teachers, school staff, and parents.

Required Qualifications:

- Education and/or experience in Jewish youth education.
- Strong understanding of Reform Judaism.
- Strong communication skills over a variety of channels.
- Ability to develop effective and respectful relationships across Temple clergy, staff, and congregants.
- Ability to balance multiple projects and priorities.

Salary \$20,000 to \$25,000 per year.

To apply, please send cover letter, resume, and contact information for 2 references to bethsna@gmail.com. For more information, please contact Beth Hoffman at bethsna@gmail.com.