The Association of Reform Jewish Educators
Since 1955

633 Third Avenue | New York, NY 10017-6778

EARLY CHILDHOOD 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 B'nai Israel	**DATE OF APPLICATION**	11/28/17
STREET ADDRESS	2200 Yamato Road.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Boca Raton, Florida, 33431		
TELEPHONE NUMBER	561-241-8118	**FAX**	561-241-1701
E-MAIL	Steve.allen@cbiboca.org	**WEBSITE**	cbiboca.org
URJ DISTRICT	southern	**DATE POSITION IS AVAILABLE**	July 1, 2017
POSITION TITLE	Early Childhood Director	**FULL or PART-TIME**	Full Time

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

I. DEMOGRAPHICS

	# OF FAMILIES WITH CHILDREN IN EARLY CHILDHOOD PROGRAM	TOTAL # OF STUDENTS IN EARLY EDUCATION PROGRAM
THIS YEAR	400	496
FIVE YEARS AGO	295	380
FUTURE PROJECTIONS	450	545

NUMBER OF STUDENTS ENROLLED BY AGE GROUP

Mommy & Me/Parent-Child Play Group (6 weeks – 18 months)	10 months – 2 years	2 year olds	3 year olds	4 year olds	5 year olds	Kindergarten	TOTAL
85	64	131	121	95	0	0	**496**

II. DAYS AND TIMES OF CLASSES

WEEKDAY EARLY CHILDHOOD	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
M/W/F 9:15 – 12:30, 1:30 M-F 9:15 – 12:30, 1:30 , 2:45 T/Th 9:15- 12:30 Half year		Click here to enter text.	Click here to enter text.
RELIGIOUS SCHOOL	**DAY CARE**	**JEWISH PARENTING/FAMILY PROGRAMMMING**	**PARENTS' DAY OUT**
Click here to enter text.	Monday – Friday 7:30 - 6	Periodically	Click here to enter text.
CAMP (CONGREGATION ONLY):	June through August		
OTHER (specify):	Click here to enter text.		

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 Robert Silvers	Full Time	**24**
ASSOCIATE RABBI	Rabbi Rony Keller	Full Time	**1**
ASSISTANT RABBI	Rabbi Alli Cohen	Full Time	**1**
CANTOR	Stephanie Shore	Full Time	**27**
EDUCATOR	Kim Beame	Full Time	**19**
ASSISTANT EDUCATOR	Cheryl Epstein	Full Time	**15**
ADMINISTRATOR	Steve Allen	Choose an item.	**3**
PROGRAM DIRECTOR	Click here to enter text.	Choose an item.	**0**
YOUTH WORKER	Zoe Goldberg	Full Time	**2**
EARLY CHILDHOOD EDUCATOR	Linda Harris	Full Time	**25**
Cantorial Associate	Sarah Freudenberger.	Full Time	**8**

Does the professional staff undergo a regular performance review process?	Yes	
How often?	Twice per year	**Staff person is given a general opportunity area. Within that area, they pick a specific goal to work on. They meet privately with an administrator to discuss why they chose that goal and whether they feel they are making progress toward that goal.**

PLEASE INDICATE NUMBER OF AUXILIARY STAFF AND WHETHER EACH IS FULL OR PART TIME.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL-TIME STAFF	PART-TIME STAFF
TO EARLY CHILDHOOD EDUCATOR(S)	**1**	**3**
TO RELIGIOUS SCHOOL EDUCATOR	**2**	**0**
TO RABBI(S)	**2**	**0**
TO CANTOR(S)	**1**	**0**
TO ADMINSTRATOR	**1**	**0**

NUMBER OF TEACHERS		SPECIALISTS	
TEACHERS	**29**	**Other**	**3**
ASSISTANT TEACHERS	**54**	**COMPUTER**	**1**

SUPERVISORS / COORDINATORS	**0**	**DANCE**	**0**
Admissions/Twos and Under	**1**	**DRAMA**	**0**
Financial	**1**	**HEBREW**	**1**
Programming	**1**	**LEARNING CENTER**	**0**
Parent/Child	**1**	**LIBRARIAN**	**1**
	0	**CUSTODIAL STAFF (FULL/PART TIME)**	**0**

IV. FACILITIES

SANCTUARY	X	**COMPUTER ROOM**	x
CHAPEL	x	**ART ROOM**	x
LIBRARY	x	**MUSIC ROOM**	☐
SOCIAL HALL / AUDITORIUM	x	**YOUTH LOUNGE**	x
SANCTUARY / SOCIAL HALL COMBINATION	x	**TEACHER RESOURCE CENTER**	x
STUDENT LEARNING CENTER	x	**EDUCATOR'S OFFICE**	x
EARLY CHILDHOOD FACILITY	x	**NUMBER OF CLASSROOMS**	30
OTHER (PLEASE SPECIFY)	Click here to enter text.		

AGE of BUILDINGS:

MAIN SANCTUARY	**32**	**CHAPEL**	**32**	**SCHOOL**	**28 years**	**LIBRARY**	**32**	**OFFICE AREA**	**32**

DO THE EARLY CHILDHOOD CENTER AND THE RELIGIOUS/HEBREW SCHOOL SHARE SPACE?
Yes, in parts of the school building

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

V. PRIORITIES FOR THE EARLY CHILDHOOD EDUCATOR

ACTIVITY IN COMMUNITY	x	**INFORMAL EDUCATION/RETREATS**	Choose an item.
ASSEMBLIES	x	**ISRAEL PROGRAMMING**	x
CAMP INVOLVEMENT	x	**LIBRARY/MEDIA**	x
CONGREGATIONAL PROGRAMMING	x	**SCHOOL ADMINISTRATION**	x
CURRICULUM DEVELOPMENT	x	**TEACHER TRAINING**	x
FAMILY EDUCATION	x	**TEACHING ADULTS**	x
HEBREW	x	**TEACHING CHILDREN**	Choose an item.
JEWISH PARENTING PROGRAMS	x	**TECHNOLOGY (COMPUTERS, ETC.)**	x

VI. CONGREGATIONAL IDENTITY

The year the Congregation / Institution was founded	**1984**	**The year is became a member of the URJ (UAHC)**	**1984**
The Shabbat prayer book used	Gates of Prayer.		
The High Holy Day *machzor* used	Mishkan Hanefesh.		

What are the three primary goals of your congregation/institution?	**Allowing everyone to find fulfilling relationships, Building a firm foundation for CBI's future, Nourishing Mind, Body & Spirit**
What are the congregation's/institution's strengths?	**Respected and well-known in community, great reputation for excellent programs, events, community social programs caring for those in local community, Security.**
What are the strengths of your early childhood program?	Strong curriculum, warmth of staff, security of children
What three qualities in your Early Childhood Educator are most important to the congregation/institution?	1.The ability to get along with parents, staff and others 2. Knowledge of curriculum development and the ever-changing needs for entrance into Kindergarten 3. Innovative person
The three most important priorities of the congregation/institution's Early Childhood Educator should be:	1. Relationships with staff and parents 2. Curriculum 3. Safety
The single most important thing an Early Childhood Educator needs to know about the congregation/institution is:	Demanding parents
The three most important issues facing the congregation/institution in the next five years will be:	1. Decreasing membership population 2. Decreasing religious school population 3. Apathetic Jewish population

VII. INCUMBENT EARLY CHILDHOOD EDUCATOR

Has the current Early Childhood Educator been informed that the congregation / institution is in placement?	yes
On what date will the current educator relinquish his/her position?	June 30. 2018

VIII. COMMUNITY ATTRACTIONS

General population of location	**100,000**	**Total Jewish population**	**0**
Number of other Jewish congregations in the area	**4**	**Number that are Reform**	**0**
JCC	**X**	**Federation**	**x**
Jewish Family Service	**x**	**Central Jewish education agency**	☐
Jewish grade school	**x**	**Grades?**	**0 to 0**
What kind of schools do the majority of members' children attend?	Public and private college preparatory schools		
Colleges, universities and music conservatories in the area include	Florida Atlantic University, Lynn University, Pam Beach State College, Harrod Conservatory, Broward College		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	Basketball, Football, Baseball, Symphony, Opera, museums theatres, Basketball, Football, Baseball, Hockey, college sports		

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. For example, the "Proposed Salary" section should read, "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	$100,000 - $130,000.
Percentage of pension (RPB) in addition to salary (15% recommended)	15 %
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EARLY CHILDHOOD EDUCATOR, IN ADDITION TO SALARY

Major Medical Insurance	x	Congregational Membership	x	ARJE Conference	x	Cell Phone	x
Dental Insurance	☐	Religious School Tuition	x	NAEYC Conference	☐	Laptop Computer	☐
Medical-Hospitalization	☐	Early Childhood Tuition	X	ECE-RJ Conference	☐	Israel Trips	☐
Long Term Disability Insurance	☐	Professional Dues	X	URJ Regional Conference	x	Moving Allowance	neg
Sabbatical	☐	Books & Periodicals	x		☐		☐
Other (please specify)	Click here to enter text.						

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 Early Childhood 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. Refrain from contacting private individuals;
C. Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
D. Reimburse all travel and related expenses for an Educator invited for an interview;
E. Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS* ("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;
F. 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.
G. **NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EARLY CHILDHOOD EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.**

Name of person completing this form	Steve Allen.	**Position in congregation / institution**	Executive Director	
Signature	Steve Allen		**Date**	11/29/2017.

CHAIRPERSON OF THE EARLY CHILDHOOD EDUCATOR SEARCH COMMITTEE

NAME	Robyn Rubinoff	**POSITION**	VP Education
STREET ADDRESS	2200 Yamato Road.		
CITY, STATE/PROVINCE	Boca Raton, FL	**ZIP CODE/POSTAL ZONE**	33431
TELEPHONE NUMBER	561-945-4344	**FAX**	561-241-1701
E-MAIL	robynrubinoff@me.com.		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Steve.allen@cbiboca.org		Linda.harris@cbiboca.org	

IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT, PLEASE ENCLOSE A COPY (see below)

Mission:

CBI is a welcoming home. We inspire and connect a diverse community for generations by advancing the richness of Jewish values and traditions through the embrace of *Torah* (study), *Avodah* (work), and *Gemilut Chasidim* (acts of loving kindness).

Early Childhood Director
Start Date: July 1, 2018

An award-winning Early Childhood program in South Florida, serving over 500 students with children eight weeks through five years old, is seeking a Director of Early Childhood Education. Our program is a warm, nurturing, Jewish-based program and an integral part of the synagogue and Jewish community. The focus of the program is the development of self-esteem, individuality, spirituality and academic readiness skills.

The Early Childhood Director supports the mission and philosophy of the synagogue and is an essential member of the senior staff. The director is responsible for all facets of the daily operation of the school and reports to the Director of Education and the Executive Director of the synagogue.

Requirements:

- M.A. in Early Childhood Education, Elementary Education or Educational Leadership
- 5 years Early Childhood classroom teacher experience
- 5 years minimum Early Childhood Director experience
- Experience creating and continuously enhancing a diverse curriculum
- Knowledge of Jewish traditions, rituals, culture and holidays

Job Description

- Continuously evaluate and adapt to the evolving community environment
- Develop and sustain relationships with parents and families
- Develop and sustain relationships with faculty, staff, synagogue staff, community and professional network
- Supervise all aspects of staff and faculty
- Oversee all aspects of programming
- Oversee all aspects of administration
- Reports to Director of Lifelong Learning and Executive Director