



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](mailto:sschickler@reformeducators.org)

<b>CONGREGATION/INSTITUTION</b>	Temple Emanu-El	<b>DATE OF APPLICATION</b>	11/20/17
<b>STREET ADDRESS</b>	393 Atlantic Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Marblehead, MA 01945		
<b>TELEPHONE NUMBER</b>	781-631-9300	<b>FAX</b>	
<b>E-MAIL</b>	educatorsearch@emanu-el.org	<b>WEBSITE</b>	<a href="http://www.emanu-el.org">www.emanu-el.org</a>
<b>URJ DISTRICT</b>	East District	<b>DATE POSITION IS AVAILABLE</b>	07/1/2018
<b>POSITION TITLE</b>	Temple Educator	<b>FULL or PART-TIME</b>	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**

## **Temple Educator**

### **About Temple Emanu-El:**

Temple Emanu-El of Marblehead seeks a full time Temple Educator to serve our 500+ families, beginning July 1, 2018. Located on the North Shore of Massachusetts, we are a vibrant and inclusive Reform Congregation that offers progressive ways to explore a wide variety of Jewish traditions. Our Temple's mission is to welcome all who desire a religious connection, empowering members of all ages to learn, worship and celebrate together. We strive to support and comfort those in need and to affirm our bond with Jews here and around the world, inspiring all congregants to work towards social justice and holiness.

### **Administration:**

- Oversee the administration and management of the entire religious school (pre-K-12, currently 180 students), youth, early childhood and adult education programs including the registration process, progress reports, email lists and the educational and youth components of the Temple's web site.
- Prepare and manage annual school and youth programming budget in coordination with the School, Youth and Finance Committees.
- Hire, train and supervise/evaluate school faculty, staff, youth group advisors and Madrichim after consultation with the appropriate committee chair.
- Maintain and develop curriculum to meet the needs of the Temple community.
- Coordinate and manage all communication amongst professional staff, administrative staff, teaching faculty and parents.
- Coordinate, manage and tutor the B'nai Mitzvah Program in conjunction with the Rabbi and Executive Director, including hiring and supervision of additional B'nai Mitzvah tutors, and attending such life-cycle event services.

### **Supervision and Coordination:**

- Create, conduct and support orientation programs, training seminars, programming meetings and professional growth opportunities for all members of the faculty.
- Provide leadership and supervision for the faculty, Madrachim, SMARTY Youth Advisors and B'nai Mitzvah tutors.
- Coordinate all education related activities with the Rabbi and Executive Director.
- Maintain communication with the parents about the goals, activities and issues of their children and the school.
- Provide pre-arranged coverage for Rabbi when requested for life-cycle events, worship and community events.

### **Work with the community:**

- Collaborate with the Rabbi and lay leadership to develop and implement an integrated program of formal and informal-based learning opportunities for the entire congregation.

- Partner with the School, Youth, Early Childhood, Library and Adult Education Committees to achieve the educational goals of the congregation.
- Coordinate and run monthly Family Services.
- Participate in professional organizations and communal initiatives (Educator's Forum, ARJE, CAJE, etc)

**Qualifications:**

- Bachelor's Degree in Education or Jewish Studies or a related field.
- Master's degree in Jewish education preferred.
- Knowledge, comfort and experience in Reform Jewish Education including Hebrew expertise, familiarity with Jewish history, holidays and texts.
- Minimum of three years teaching experience in a Jewish setting.
- Previous religious school administrative experience.
- Administrative and financial management skills sufficient to the successful operation of a Religious School.
- Effective written and oral communication skills with ability to foresee/analyze educational/administrative challenges and to develop solutions.
- Ability to chant Torah and Haftarah tropes, and to lead core Tefillot.

**About the Marblehead/Swampscott area:**

Located 18 miles north of Boston on the North Shore of Massachusetts, Marblehead is a small, coastal town where about 1% of the approximate 20,000 population identifies as being Jewish. Marblehead and neighboring communities support not only one Reform synagogue, but also two conservative synagogues, a Chabad center, a Jewish Community Center, and a Jewish day school. Jewish life is alive and flourishing here on the north shore.

**Compensation and Benefits:**

Compensation will be commensurate with qualifications and experience.

**How to apply:**

Email resume and cover letter to [educatorsearch@emanu-el.org](mailto:educatorsearch@emanu-el.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	560	95	180	21
FIVE YEARS AGO	491	140	221	33
FUTURE DEMOGRAPHIC PROJECTIONS ARE Growing				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
5	9	6	7	14	22	23	20	18	15	12	16	5	8
OTHER (specify):													

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

HEBREW BEGINS IN GRADE 3 AND CONTINUES THROUGH GRADE 6	CONFIRMATION BEGINS IN GRADE 9
ADULT PROGRAMMING various	JEWISH PARENTING PROGRAMMING
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9-11:30	T-Th 3:15, 4:50	Sundays 10:30	Tuesdays 6:15
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Family Service First Friday of each month 5:30pm	
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 Meyer	Full	25
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Liz Levin	Full	9
ASSISTANT EDUCATOR			
ADMINISTRATOR	Jaime Friedman	Full	3
PROGRAM DIRECTOR			
YOUTH WORKER	Jill Simmons	Part	2
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. Yes- By way of Executive Director, Rabbi and President. Informal meeting.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Julie Grossman	Part	1
TO RABBI(S)			
TO CANTOR(S)			
TO ADMINSTRATOR	Sarah Taistra	Full	5

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	1	ART	1
PRIMARY	8	COMPUTER	Cooking 1
INTERMEDIATE		DANCE	Music 1
UPPER		DRAMA	1
BAR / BAT MITZVAH	1	HEBREW	8
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	yes	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	Part-time		

#### IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	8
CHAPEL		ART ROOM	1
LIBRARY	1	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	1	TEACHER RESOURCE CENTER	
		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	60	SCHOOL	60	OFFICE AREA	60
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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	1959	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Mishkan Hanefesh		
Has the Religious School received ARJE Accreditation ?		If yes, in what year ?	

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

Our temple's goal is to welcome all who desire a religious connection. Empowering members of all ages to learn, worship and celebrate together. Supporting and comforting those in need and affirming our bond with Jews here and around the world to inspire all towards social justice and holiness.

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

Temple Emanu-el strives to be a welcoming, Inclusive community where membership is growing. The temple is financially solid.

What are the strengths of your educational program?

We are fortunate to have a talented and dedicated teaching staff that welcomes students of different learning styles. The flexible schedule of classes allows families to participate in religious education while balancing extracurricular activities. The Madrachim Program keeps the teenage population active and engaged throughout their high school years.

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

- Ability to develop personal relationships with all students and their families
- Ability to inspire while being a team player
- Ability to respectfully set boundaries and limits with parents, teachers and students while balancing the needs of the entire school community.

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

- Build community through outreach programming
- Strengthen family involvement in family educational programming
- Continue to build and support Jewish culture through unique learning opportunities outside of the classroom

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

- We are fortunate to have the same rabbi for over 25 years. He is well loved and respected by the community. Temple members who have gone through lifecycle events and the religious school program, with the rabbi, feel connected to the temple community.

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

- The pledge model is a strength of the temple, however we need to be cognizant that with an increase in membership comes an increase in expenses.
- We are currently in the beginning stages of a capital campaign to raise money for a major renovation of the temple facilities.

## 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 ?	June 30, 2018

## VII. COMMUNITY ATTRACTIONS

General population of location	34,000	Total Jewish population	7,000
<b>JEWISH INSTITUTIONS IN AREA</b>			
JCC	Jewish Community Center of the North Shore		
Federation	Combined Jewish Philanthropies		
Jewish Family Service			
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Epstein Hillel School k-8		
Other			

<p>Majority of members' children attend public school, private school, or Jewish day school ?</p>	<p>Public School</p>
<p>Colleges, universities and music conservatories in the area include</p>	<p>Salem State University</p>
<p>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</p>	<p>Peabody Essex Museum</p>

## VIII. 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."**

<b>PROPOSED SALARY or SALARY RANGE</b>	The minimum salary base is \$65,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	Negotiable
<b>Length of original contract (two years recommended)</b>	Two years

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Moving Allowance	yes	Books & Periodicals		Sabbatical	
Major Medical Insurance	yes	Professional Dues	yes	Congregational Membership	yes	Cell Phone
Dental Insurance	yes	ARJE Conference	yes	Religious School Tuition	yes	Laptop Computer
Long Term Disability Insurance		URJ Biennial	yes	Early Childhood Tuition	n/a	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	Temple Educator

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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

<b>Name of person completing this form and position in congregation / institution</b>	Jaime Friedman, Executive Director
<b>Signature</b>	<i>Jaime Friedman</i>

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Lynn Zabar and Jodi Kerble	<b>POSITION</b>	Educator Search Committee Co-Chairs
<b>STREET ADDRESS</b>	393 Atlantic Avenue		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Marblehead, MA 01945		
<b>TELEPHONE NUMBER</b>	781-631-9300	<b>FAX</b>	
<b>E-MAIL</b>	educatorsearch@emanu-el.org		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
educatorsearch@emanu-el.org			

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

School mission:  
Mission Statement  
April 2008

Temple Emanu-El  
Samuel and Bernice Shapiro Religious School:

Preparing our students to live and engage Jewish tradition in an inclusive community of life-long learning.