



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	Beth El Temple Center	DATE OF APPLICATION	1/8/18
STREET ADDRESS	2 Concord Ave		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Belmont, MA 02478		
TELEPHONE NUMBER	617-484-6668	FAX	617-484-6020
E-MAIL	educator-search@betheltemplecenter.org	WEBSITE	https://www.betheltemplecenter.org
URJ DISTRICT	East	DATE POSITION IS AVAILABLE	7/1/18
POSITION TITLE	Director of Education	FULL or PART-TIME	Full

- 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

Beth El Temple Center is searching for a Director of Education to join our vibrant congregation and be an integral part of our educational leadership team. This is a full-time, benefits eligible position.

About Us

A warm and inclusive synagogue, Beth El Temple Center is a mid-sized congregation, affiliated with the Union for Reform Judaism. We are located in Belmont, Massachusetts and serve many surrounding communities, including Cambridge, Watertown, Waltham, Lexington, Arlington, and Somerville. With a strong egalitarian tradition, Beth El Temple Center welcomes Jews and their families who want to be a part of our Jewish community, including interfaith families, members of the LGBTQ community, and people with disabilities.

Beth El Temple Center Religious School seeks to nurture in our students the development of a Jewish identity characterized by knowledge, action, and commitment. As a Reform Jewish institution, we hope to challenge our students (and to help them acquire the requisite knowledge and skills) to discover their own path to authentic relationships with God, Torah, and the Jewish people.

About You

- As a Jewish educator with both leadership qualities and practical experience, you are ready for the next step in your profession
- Your love for Jewish learning, including Hebrew, is contagious - we want to learn with you and from you, and from the teachers you teach and through the curriculum you develop
- You have a passion for working with students of all ages and their parents, with a particular affinity towards high school and youth group programming
- You are warm and welcoming and possess the execution and organizational skills required to efficiently run a school
- You will be a key member of the BETC educational team and a thought partner with our Rabbi-Educator
- Your education should include a Bachelor's degree, along with a Master's or equivalent Jewish educational experiences
- You are able to work in a highly collaborative environment, including many constituents (colleagues, parents, committees, students, teachers, clergy, youth leaders) in the decision making process
- You will be available to primarily work onsite at the temple, but be flexible regarding work schedule, knowing that our programming includes evenings and Sundays

About the Role

- Manage the day-to-day administration of the school, including hiring, evaluating, and supervising teachers and staff
- Design, implement, and ensure delivery of educational programming consistent with long-term strategic planning
- Collaborate on the development and implementation of professional development for teachers and staff
- Provide resources and support to students and families
- Collaborate with School Committee to develop policy and procedures

- Collaborate with Youth Committee and Youth Group Advisors on developing and implementing co-curricular programming

For more information and to apply, please email educator-search@betheltemplecenter.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	370	115	169	15
FIVE YEARS AGO	370	113	235	21
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
12	8	25	11	17	21	20	19	19	6	10	7	0	6
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	8
ADULT PROGRAMMING			JEWISH PARENTING PROGRAMMING		
CAMPS (URJ REGIONAL AND CONGREGATIONAL)					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday, 2 sessions 8:30-1:45	Wednesday, 4-6	Thursday, 5-7	same
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
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	Rabbi Jonathan Kraus	Full	24 years
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Louise Treitman	Part	3 years
EDUCATOR	Rabbi Sandi Intraub	Part	7 years
ASSISTANT EDUCATOR			
ADMINISTRATOR			
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.

All professional staff are evaluated by members of the Executive Board.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Full	2
TO RABBI(S)	Full	2
TO CANTOR(S)		
TO ADMINSTRATOR		

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS		ART
PRIMARY	8 total teachers between k-7	COMPUTER
INTERMEDIATE		DANCE
UPPER		DRAMA
BAR / BAT MITZVAH		HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	2-3 teachers	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)	Full	

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	6
CHAPEL		ART ROOM	
LIBRARY	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?			

AGE of BUILDINGS:	SANCTUARY	1955 recent renovation completed in 2009	SCHOOL	same	OFFICE AREA	same
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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	1931	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan T'Fillah		
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?

- **To engage** in joyful, participatory, musical and spiritually meaningful worship.
- **To promote** lifelong learning and teaching about Torah, God, Israel, Hebrew Jewish history, culture and values.
- **To repair** the world by promoting peace and justice among all people through social action, tzedakah, and acts of lovingkindness., and **To be a welcoming**, caring Reform Jewish community for people of diverse backgrounds and traditions, and to connect with the larger Jewish community.

What are the congregation's/institution's strengths? Our strong commitment to social justice and tikun olam, our sense of community, and our varied opportunities for us to learn across all ages.

What are the strengths of your educational program?

We have consistently retained strong school enrollment over the years, and are in fact growing at the younger grades. This has enabled us to maintain a level of energy and commitment to the programming and structures of the school.

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

Passionate, forward-thinking, and organized.

The three most important priorities of the congregation/institution's Educator should be: Running the religious school and growing it's enrollment, developing professional development that allows teachers to continue to grow, and expanding the engagement of our young adults (Grades 8+).

The single most important thing an Educator needs to know about the congregation/institution is: We are committed to pairing our Jewish social justice mission to the work of educating our students and families.

The three most important issues facing the congregation/institution in the next five years will be: space and growing enrollment. We are forced to have two morning sessions in several grades due to space and enrollment needs. This impacts grade cohesion and connection and can be a challenge for scheduling whole-school activities. In addition, we are hoping to enroll more of our Grade 8 students on the confirmation and post-confirmation track and would like to develop more creative and sustainable ways to do so.

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 ?	6/30/18

VII. COMMUNITY ATTRACTIONS

General population of location	200,000	Total Jewish population	
JEWISH INSTITUTIONS IN AREA			
JCC	4 JCCs in Greater Boston		
Federation	CJP of Greater Boston		
Jewish Family Service			
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Several; Rashi (k-8); JCDS (k-8), Gann Academy (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

There are nearly 50 colleges/universities/conservatories in the Greater Boston area.

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?

The Greater Boston area is home to countless museums, theaters, cultural organizations, sports teams, etc.

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."**

PROPOSED SALARY or SALARY RANGE \$60,000-\$80,000

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

Length of original contract (two years recommended) 2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Moving Allowance	TBD	Books & Periodicals	Sabbatical	
Major Medical Insurance	Yes	Professional Dues	Congregational Membership	Yes	Cell Phone
Dental Insurance	Yes	ARJE Conference	Religious School Tuition	Yes	Laptop Computer
Long Term Disability Insurance	Yes	URJ Biennial	Early Childhood Tuition	Israel Trips	
		Regional URJ Gathering			
Other (please specify)	Professional Enrichment allotment; Holiday/Vacation/Sick Time allotments				

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?

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 Daniel Coplon-Newfield, Member, Beth El Temple Center

Signature

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Liz Canter/Daniel Coplon-Newfield	POSITION	
STREET ADDRESS	2 Concord Ave		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Belmont, MA 02478		
TELEPHONE NUMBER	617-484-6668	FAX	617-484-6020
E-MAIL	Educator-search@betheltemplecenter.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