



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	KULANU- Combined Reform Jewish High School	DATE OF APPLICATION	1-17-18
STREET ADDRESS	c/o Rabbi Sigma Coran/ Rockdale Temple/ 8501 Ridge Rd		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cincinnati, Ohio 45236		
TELEPHONE NUMBER	513 891 9900	FAX	
E-MAIL	scoran@rockdaletemple.org	WEBSITE	https://kulanucincy.org/
URJ DISTRICT	OH KY	DATE POSITION IS AVAILABLE	July 1, 2018
POSITION TITLE	School 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

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

**Kulanu-CRJHS
Director Position Description**

Kulanu is a 35 year old supplemental religious high school serving the Cincinnati area of Reform Congregations: Rockdale Temple, Temple Shalom, The Valley Temple, and Isaac M. Wise Temple. We are currently seeking a Director to fill this position.

Responsibilities include:

- Assume full administrative responsibilities for each school session (4 hours per session x 26 sessions) including management of school calendar, supervision of all documents, communications, website maintenance, course registration, attendance, weekly set-ups, program support, maintain database, etc.
- Understand the full financial workings of the school. Write and submit the Jewish Foundation Education Grant application, and prepare reports in consultation with the appropriate Board Leadership and Congressional Rabbis
- Assist in curriculum development and revision, in collaboration with the shared vision of the Rabbis
- Oversee and administer a course evaluation process
- Recruit, supervise, hire, and fire teaching staff, and observe classroom teaching
- Work regularly with the Board and the Board president, including:
 - Be a member of the Budget Committee
 - Attend all board meetings and prepare a director's report
 - Communicate with leadership as needed
- Work regularly with the Rabbis
- Provide all payroll information each month to ensure paychecks will arrive on time and consistently monitor income and expenses within the budget
- Create positive interaction and communication between the school and families, including timely responses to communication through e-mail and conversation with parents and/or students
- Report to the Board of Trustees through the President about day to day management, finances, and policy. Report to the Rabbis about the curriculum, content and tone

This is a part-time position which averages 20 hours per week, 48 weeks per year. The hours can be flexible depending on the school's needs and the time of year.

QUALIFICATIONS:

- Must be a Reform Jew who positively reflects and articulates Reform ideology

- Jewish professional credentials (Educator, Rabbi)
- High level of administrative and organizational skills
- Self-directed
- Good oral and written communication skills
- Able to balance multiple priorities and supervisors
- Role model for youth and for faculty

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	High school only program Of 4 synagogues—total families about 2100		109	N/A
FIVE YEARS AGO			150	N/A
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
0	0	0	0	0	0	0	0	0	0	36	38	22	13
OTHER (specify):													

DAY CARE	0	PARENTS' DAY OUT	0	EARLY CHILDHOOD	0
OTHER (specify):					

HEBREW BEGINS IN GRADE	3 or 4	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	none	JEWISH PARENTING PROGRAMMING		Would be open to	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) GUCI and Livingston are the primary ones					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 5-7 pm	N/A	Part of the school	Part of the school
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Sundays 5-7 pm	N/A
CAMP (CONGREGATION ONLY)			
N/A			
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, Rockdale	Sigma F Coran	FULL	13
SENIOR RABBI, Wise	Lewis Kamrass	FULL	30
SENIOR RABBI, Valley	Sandford Kopnick	FULL	15
SENIOR RABBI, Sholom	Miriam Terlinchamp	FULL	7
EDUCATOR	Rabbi David Burstein	PART	15
ASSISTANT EDUCATOR			
ADMINISTRATOR of school			
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.

We engage in a yearly review that contains self-evaluation and interviews as ongoing, mutual review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Dori Singer	PART (this position is being eliminated)	1
TO RABBI(S)			
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS
COORDINATORS / DEPARTMENT HEADS		ART
PRIMARY		COMPUTER
INTERMEDIATE		DANCE
UPPER		DRAMA
BAR / BAT MITZVAH		HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	10	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	The rabbis of the congregations teach in the program	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)		Associated with each congregation

IV. FACILITIES

SANCTUARY	NUMBER OF CLASSROOMS
CHAPEL	ART ROOM
LIBRARY	MUSIC ROOM
SOCIAL HALL / AUDITORIUM	YOUTH LOUNGE
SANCTUARY / SOCIAL HALL COMBINATION	TEACHER RESOURCE CENTER
	EDUCATOR'S OFFICE
	COMPUTER ROOM
	STUDENT LEARNING CENTER

OTHER (SPECIFY)

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?

AGE of BUILDINGS: SANCTUARY SCHOOL OFFICE AREA

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

The school rotates location and uses the facilities of 3 different congregations. Classes primarily take place at Wise Temple and Valley Temple. There are no permanent facilities for the school although office and storage space are available.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1988	and became a member of the URJ (UAHC) in	The congregations include founding members of the URJ
The Shabbat prayer book used is	N/A		
The High Holy Day <i>machzor</i> used is	N/A		
Has the Religious School received ARJE Accreditation ?	No but Wise Temple has	If yes, in what year ?	

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

We want to create literate teenagers who can express their Judaism by identity, expression and action.

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

Students who attend truly want to be there. The congregations devote time, energy and staff to support it.

What are the strengths of your educational program?

Creative and innovative modalities as well as committed faculty, many of whom are rabbinic students.

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

Good role model for our youth –modeling behavior and love of learning and community.

Follow through—in order to build relationships with students and parents as well as faculty.

Creative and passionate.

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

Making sure no kid falls through the cracks

Supporting our teens in learning and life

Enrollment

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

It is built on a long-standing partnership to keep our teens together, so that they might benefit from a larger more diverse community.

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

Demographics and changing parenting styles

Curriculum

Integrating innovation and technology

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	2 million	Total Jewish population	~20,000
JEWISH INSTITUTIONS IN AREA			
JCC	yes		
Federation	yes		
Jewish Family Service	yes		
Central Jewish Education Agency	yes		

Jewish Day School (which grades) ?	Pre-K-6 (sometimes -8)
Other	
Majority of members' children attend public school, private school, or Jewish day school ?	public
Colleges, universities and music conservatories in the area include	UC, Xavier and other college, Conservatory of Music , Art Academy
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Many theater groups including Shakespeare Company, Ensemble Theater, Symphony, Opera, Ballet, Pops, Art Museum, Museum Center, Freedom Center, Contemporary Art and much more!

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 \$30,000-\$33,000	
Percentage of pension (RPB) in addition to salary (15% recommended)	
Length of original contract (two years recommended)	Two years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	no	Moving Allowance		Books & Periodicals	yes	Sabbatical	no
		no					
Major Medical Insurance	no	Professional Dues		Congregational Membership		Cell Phone	no
		yes		possible			
Dental Insurance	no	ARJE Conference	yes	Religious School Tuition	yes	Laptop Computer	yes
Long Term Disability Insurance	no	URJ Biennial	yes	Early Childhood Tuition	no	Israel Trips	possibly
		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	Jewish jobs. Director of Kulanu

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	
Signature Sigma Faye Coran Senior Rabbi Rockdale Temple	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME Cara Alpern	POSITION President of Kulanu
STREET ADDRESS c/o Rockdale Temple 8501 Ridge Rd	
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE Cincinnati, Ohio 45236	
TELEPHONE NUMBER 513 891 9900	FAX
E-MAIL Cbalpern@yahoo.com	
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):	
Scoran@rockdaletemple.org	
Cbalpern@yahoo.com	

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