



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	Monmouth Reform Temple	DATE OF APPLICATION	2/22/18
STREET ADDRESS	332 Hance Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Tinton Falls, NJ 07724		
TELEPHONE NUMBER	732-747-9365	FAX	732-747-9770
E-MAIL	principalsearch@monmouthreformtemple.org	WEBSITE	www.monmouthreformtemple.org
URJ DISTRICT	Eastern	DATE POSITION IS AVAILABLE	July 1, 2018
POSITION TITLE	Principal	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

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	315	70	110	18
FIVE YEARS AGO				
FUTURE DEMOGRAPHIC PROJECTIONS ARE Stable				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
5	5	8	5	17	8	11	14	16	13	6	7		
OTHER (specify): Post Confirmation Madrichim Program													

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

HEBREW BEGINS IN GRADE 2	AND CONTINUES THROUGH GRADE 7	CONFIRMATION BEGINS IN GRADE 10
ADULT PROGRAMMING Ongoing	JEWISH PARENTING PROGRAMMING yes	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Harlam, Teen Israel Program, Eisner		

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Wed 4pm-6pm (4-7) Sun 9:30-12pm K-9		Sun 10:30am-12pm Grade 10	Madrichim program
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
None	None	Each grade has 1 program on a Sunday	
CAMP(CONGREGATION ONLY) no			
OTHER (specify) Pre-K program: Bagels & Blocks and Keshet Kids for preschool			

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	Marc Kline	Full	4
CANTOR	Gabrielle Clissold	Full	17
EDUCATOR	Stephanie Fields	Full	3
EXECUTIVE DIRECTOR	Helene Messer	Full	9
YOUTH WORKER	Amy Greenberg	Part	2

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.

The professional staff undergoes a regular performance review process on a yearly basis with the Human Resources Committee. The educator meets weekly with the Rabbi. Goal setting is done at the beginning of the year and is monitored throughout the year. The educator is supervised by the Rabbi and also communicates regularly with the Religious Education Committee and attends the monthly committee meetings.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Phyllis Berry	Part Time	1
TO RABBI(S)	Phyllis Berry	Part Time	1
TO CANTOR(S)	Phyllis Berry	Part Time	1
TO ADMINSTRATOR	Phyllis Berry	Part Time	1

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	none	ART	
PRIMARY	5	COMPUTER	
INTERMEDIATE	3	DANCE	
UPPER	2	DRAMA	
BAR / BAT MITZVAH	2	HEBREW	several
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)			

IV. FACILITIES

SANCTUARY	yes	NUMBER OF CLASSROOMS	8
CHAPEL	no	ART ROOM	Multi-purpose classroom
LIBRARY	yes	MUSIC ROOM	no
SOCIAL HALL / AUDITORIUM	yes	YOUTH LOUNGE	yes
SANCTUARY / SOCIAL HALL COMBINATION	yes	TEACHER RESOURCE CENTER	no
		EDUCATOR'S OFFICE	yes
		COMPUTER ROOM	yes
		STUDENT LEARNING CENTER	yes

OTHER (SPECIFY)

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? yes

AGE of BUILDINGS: SANCTUARY 51 SCHOOL 23 OFFICE AREA 51

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	1959
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Gates of Repentance		
Has the Religious School received ARJE Accreditation ?	no	If yes, in what year ?	

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

- Create a place of Reform Jewish learning that meets the needs of all Temple members and encourages our youth to continue their education through to confirmation.
- Meet the spiritual and cultural needs of our community (congregation and wider community) through meaningful services and continuing education.
- Be a welcoming and engaging impactful community to which all congregation members feel connected and find fulfillment in the spiritual, educational, social, or social action activities of MRT.

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

- Friendly and welcoming group of people with casual, down to earth attitudes with little to no competition on materialistic things.
- A caring community willing to step up to the plate when someone is in need.
- Strong commitment to Tikkun Olam, including partnerships with organizations and local churches and mosques.
- High quality programming; social and educational.
- Our rabbi and cantor who actively participate in our religious school.
- Willingness of many to volunteer their time on Board leadership, committees, Temple activities.
- An active Sisterhood and Men's Club that provide for many social activities and service to the Temple
- Active interfaith members.
- A strong foundation of members interested in ensuring the sustainability of our Temple community.

What are the strengths of your educational program?

- Deeply invested clergy and lay leaders.
- Dedicated, long term teachers alongside new committed young educators
- Congregation that cares about the strength of its religious school

What three qualities in your Educator are most important to the congregation/institution? Knowledge, creativity and ability to guide the evolution and innovation of our curriculum and teaching staff to meet the changing needs of our congregation and the latest educational standards.

- Dynamic and warm individual who connects with students, family and clergy.
- Strong organizational and administrative skills with the ability to communicate with parents, students, teachers, clergy and lay leaders.

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

1. Continue innovating our curriculum and family education opportunities. Bring new eyes and energy to the school, families, and staff, helping us evolve our vibrant (and daily relevant) connections with and commitment to our rich Jewish tradition.
2. Continue to define policies and implement best practices in collaboration with the Rabbi and Religious Education Committee.
3. Professionally manage religious school faculty and staff in all aspects.

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

We put our children's Jewish education first. Our goal for them is to create a strong sense of Jewish identity, connection to one another and connection to the Jewish community by teaching and modeling Jewish ethics and values. (Refer to #1 in Priorities section above.)

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

- We want to achieve greater involvement in the full life of the temple across the entire spectrum of Temple members, especially families with children

- We must maintain and further improve the educational opportunities we provide for all members of our congregation, from children to adults.
- Attracting members and achieving active engagement in a period of changing attitudes toward participation in organized religion

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	550,000	Total Jewish population	65,000
JEWISH INSTITUTIONS IN AREA			
JCC	yes		
Federation	Yes—Jewish Federation in the Heart of New Jersey		
Jewish Family Service	Yes—Jewish Family and Children Services		
Central Jewish Education Agency	no		
Jewish Day School (which grades) ?	Solomon Schechter, K-8. Hillel Yeshiva High School		
Other	Center for Holocaust, Human Rights and Genocide Education (Change) of Brookdale Community College, Jewish Historical Society of Monmouth County, Hebrew Union College—Jewish Institute of Religion (New York)		
Majority of members' children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	Monmouth University, Rutgers University, Georgian Court University, Brookdale Community College		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Two River Theatre, Count Basie Theater, Monmouth Symphony Orchestra New York City and its too many to list cultural opportunities and institutes of higher education is 75 minutes away by train		

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	\$35-46,000
Percentage of pension (RPB) in addition to salary (15% recommended)	
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)	Our congregation cares deeply about our professional staff. Benefits negotiable as part of the total package.		

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	no
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	Jay Feigus/Chair, Principal Search Committee
Signature	Jay Feigus

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Jay Feigus	POSITION	President
STREET ADDRESS	332 Hance Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Tinton Falls, NJ 07724		
TELEPHONE NUMBER	732-747-9365	FAX	732-747-9770
E-MAIL	Feigus1@aol.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
principalsearch@monmouthreformtemple.org			
info@monmouthreformtemple.org			

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

Monmouth Reform Temple Mission Statement

Monmouth Reform Temple is a Jewish House of Worship (Synagogue) that strives to create and maintain a community that embodies the ideals and practices of Reform Judaism. We affirm our continuing support of Israel. We create opportunities for individuals and families to study and learn together. By speaking out and taking action, we seek to improve the quality of human existence and help heal our world. We are an inclusive community where creativity and openness to new ideas harmonize with the traditions of Reform Judaism.

Monmouth Reform Temple
332 Hance Avenue
Tinton Falls, NJ
www.monmouthreformtemple.org

Education Director (Part time)

Bring your enthusiasm and love of Jewish life and learning to our warm, welcoming Reform congregation. We seek a dynamic Jewish education professional to guide, encourage, and serve as a role model for our religious school students and teachers as we continue to evolve our vibrant and relevant vision for Jewish living and learning. Our historic congregation has served the Jewish community of Monmouth County for over 55 years. Join a wonderful team of professionals and lay leaders, as we empower future Jewish leaders in our religious school of approximately 120 students as well as a vibrant community of adult learners, in a participatory congregation of 330 families.

These are qualities we are seeking in our Monmouth Reform Temple (MRT) Education Director:

- 1) A love of children – someone who can see the gift of every child, in every family and who finds joy in helping others on their Jewish journey.
- 2) Strong interpersonal skills – someone who communicates effectively by sharing information and who can listen to and comprehend what others are saying.
- 3) Strong administrative skills – someone who is good at communicating, organizing, planning and scheduling.
- 4) A love of Judaism – someone who possesses Jewish knowledge, is comfortable in a liberal Jewish environment and is committed to Progressive Judaism.

Our MRT Education Director is:

- 5) A positive leader and role model – someone who leads by example, who has the ability to supervise others with dignity.
- 6) A coach – someone who can teach and guide our teaching staff while building healthy relationships.
- 7) A cheerleader – someone who can motivate and inspire staff to fulfill their sacred responsibilities.
- 8) A team player – someone who can collaborate with others and share ideas with them in order to reach a common goal.
- 9) Flexible – Someone who is able to plan for the future, but is also able to make adjustments as needed.

In addition to the above, the Education Director will have the opportunity to help the continued growth of our education program. We want our Education Director to know our program, its strengths and successes and the challenges that we face. To that end, we want him/her to:

- Help fashion and grow our mission and vision and strengthen our program ... developing and evolving our education program to stay relevant and effective.
- Know the families that he/she is working with – their needs and how the mission of Temple can assist them.
- Help our overall education program (PreK-10) grow.
- Have a charismatic and compelling personality to take our religious school and our programming to levels we have not even dreamed of yet.

Functional Responsibilities:

- Day-to-day operations of the Religious School and all associated functions, staff, and programs
- Management of all Religious School staff (paid and volunteer), including hiring, supervision and support of staff.
- Manage enrollment of students and maintain files and assessments for special needs.
- In partnership with clergy and lay leadership, promote the educational development of each student and the professional development of each staff member, by overseeing and coordinating appropriate Hebrew and core curricula with teachers, scheduling appropriate music and elective class opportunities, First Friday class preparation, and all other events that relate to religious school programming.
- In partnership with clergy and lay leadership, oversee the implementation of family education in each of our grades
- Supervise, oversee, and execute all correspondence related to the school
- Be responsible for creating and managing the Religious School budget
- Manage and execute teacher and relevant student supplies/resources (purchasing, ordering and distributing)
- Attend weekly Temple Staff meeting
- Coordinate all programs, classes, meetings, etc., with synagogue operations and other staff
- Regularly confer and consult with Religious Education Committee Chair
- Prepare and submit bulletin content every month
- Manage and coordinate special school events, including Consecration and Confirmation services, Family Education programs for each grade, and school-wide holiday observances.
- Participation in the wider community and Reform movement educational programming and activity.
- Commitment to personal growth as an educator and educational director.