



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	Temple B'nai Chaim	DATE OF APPLICATION	2/14/18
STREET ADDRESS	82 Portland Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Georgetown, CT 06829		
TELEPHONE NUMBER	203 544-8695	FAX	
E-MAIL	tbc@templebnaichaim.org	WEBSITE	www.templebnaichaim.org
URJ DISTRICT	Southern New England	DATE POSITION IS AVAILABLE	July 1, 2018
POSITION TITLE	Director of Lifelong Learning	FULL or PART-TIME	Full-Time

Director of Lifelong Jewish Learning (DoJL) 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 DoJL 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 DoJL 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	150	85	107	15
FIVE YEARS AGO	175		185	25
FUTURE DEMOGRAPHIC PROJECTIONS ARE				25

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
		10	9	10	8	10	23	14	14				
OTHER (specify): Grades 8-10 combined have 10 students													

DAY CARE	No	PARENTS' DAY OUT	No	EARLY CHILDHOOD	No
OTHER (specify):					

HEBREW BEGINS IN GRADE	4	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	1x/mo.		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Eisner, Crane Lake and Six Points					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays	Wed. and Thursday	2 times/month	No
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
No	No	Once a month	No
CAMP (CONGREGATION ONLY)	No		
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	Rachel Bearman	Full-time	4
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Student Cantor	Part-time	
EDUCATOR			
ASSISTANT EDUCATOR			
ADMINISTRATOR	TBD	Part-time	
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.**

THERE IS A BI-ANNUAL REVIEW. THE PERFORMANCE REVIEW PROCESS CONSISTS OF A REVIEW OF ACCOMPLISHMENTS AS WELL AS POTENTIAL GROWTH OPPORTUNITIES. THE REVIEW IS PERFORMED BY THE PRESIDENT OF THE CONGREGATION WITH INPUT FROM THE EDUCATION COMMITTEE AND THE EXECUTIVE COMMITTEE.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S) 1	Part-time	4
TO CANTOR(S)		
TO ADMINSTRATOR		

NUMBER OF TEACHERS	12	SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	0
PRIMARY		COMPUTER	0
INTERMEDIATE		DANCE	0
UPPER		DRAMA	0
BAR / BAT MITZVAH	2	HEBREW	4
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	0
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)	Part-time		

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	13
CHAPEL	Yes	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	No
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? No			

AGE of BUILDINGS:	SANCTUARY	8 years	SCHOOL	38 yrs.	OFFICE AREA	38 years
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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.

None

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1976	and became a member of the URJ (UAHC) in	1976
The Shabbat prayer book used is	Mishkan T'filah and Mishkan T'filah for Youth		
The High Holy Day <i>machzor</i> used is	Mishkan Hanefesh		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

- To grow and retain members through engagement and strong relationships. We hope to keep our congregation a vital center for our community.
- To ensure our synagogue life has a fulfilling and spiritual foundation.
- To provide innovative educational programs that will meet the diverse needs of the congregation and engage members where they are in their Jewish life.

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

- Our most important strength is our people. In addition to promoting Jewish values and learning, our congregation is a place for people to seek and receive support and friendship. We have a growing number of young families but also a nice mixture of congregants at other ages and tenures.
- People find our congregation inclusive and warm.
- We are embracing of interfaith families.
- We have strong and dedicated lay leadership.
- Our building/sanctuary are relatively new and beautiful.

What are the strengths of your educational program?

- The commitment of our families to Jewish education. More than half of our community has families enrolled in the religious school. We have a strong commitment to supporting adult education through programming and prayer.
- The commitment of our religious school teachers to excellence in educating our children. Many of the teachers are congregants and want to contribute to the Jewish education of our next generation
- The desire for our community to be a part of the Jewish world, through experiential learning. The community is a well-educated community that seeks to have connections in our broader secular community via learning experiences.

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

- A passion for Jewish learning-- they should live what they are passionate about.
- A people person--we are seeking to work with an educator that likes to be a part of our school and our adult learning groups. They need to be able to comfortably communicate with all demographics.
- A person that is extremely organized and a planner--to be able to manage our religious school and plan out our programs and vision for our educational future.

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

- Build relationships with our families to learn about who we are and to vision out our learning journey.
- Manage the day to day operations of our religious school.
- Build out and communicate the vision for the cohesive lifelong Jewish learning journey.

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

Education and learning is a key to our success. We serve families from 5 neighboring towns that are brought together by the desire to educate their families in a friendly, caring community setting.

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

- We have a strong culture of volunteerism in social justice causes. We hope to continue this and promote volunteerism in multiple aspects of our community. We plan to bring other members into leadership roles and can benefit from assistance from the Rabbi in helping mentor and develop future leaders.
- We feel it is important to continue the process of integrating the Temple, Jewish values and Jewish learning into the lives of members throughout the lifespan
- Membership is important, and we feel that it is critical to recruit young families into our thriving school and community

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	Total Jewish population
JEWISH INSTITUTIONS IN AREA	9 Reform Congregations, 5 Conservative Congregations, 3 Orthodox Congregations, Jewish Family Services in Stamford, CT, Hadassah Chapters in Newtown and Norwalk, CT, National Council of Jewish Women in Danbury, CT, B'nai Brith of Western CT in Danbury, Center for Judaic Studies at Fairfield University, Jewish Community Center in Sherman, CT and Stamford, CT.
JCC	Yes
Federation	Yes
Jewish Family Service	Yes
Central Jewish Education Agency	
Jewish Day School (which grades) ?	Bicultural in Stamford, CT, Ezra Academy in Woodbridge, CT, Carmel Academy in Greenwich/Westchester, Jewish High School of Connecticut in Stamford, CT.
Other	
Majority of members' children attend public school, private school, or Jewish day school ?	Public School

Colleges, universities and music conservatories in the area include	Yale University, Western Connecticut State University, University of Connecticut, Norwalk Community College, Fairfield University, Sacred Heart University, Quinnipiac University, SUNY Purchase, Albertus Magnus, Sothern Connecticut State University, University of New Haven, and NYC institutions are within commuting distance.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	NYC is within commuting distance of our temple

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	\$65,000-\$75,000
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	Yes	Moving Allowance	Yes	Books & Periodicals	TBD	Sabbatical	TBD
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	TBD
Dental Insurance	Yes	ARJE Conference	TBD	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	TBD	URJ Biennial	TBD	Early Childhood Tuition	N/A	Israel Trips	No
		Regional URJ Gathering	TBD				
Other (please specify)							

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	Elise Serby, First Vice President
Signature	Elise Serby

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Elise Serby	POSITION	First Vice President
STREET ADDRESS	92 Norrans Ridge Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Ridgefield, CT 06877		
TELEPHONE NUMBER	917 691-0339	FAX	
E-MAIL	eserby@hotmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
cbaulsir@gmail.com			
jkapel@optonline.net			

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

Temple B'nai Chaim is the center of Jewish life for our community. It is a focal point for our customs, education, prayer, life cycle observance, fellowship and compassion. Our mission is to provide our members, and their children, opportunity through lifelong learning and community involvement, to understand, appreciate, and connect to our joyous traditions.

Temple B'nai Chaim is a modern Reform congregation inspired by over 3000 years of tradition. We believe in a living Judaism compatible with contemporary science, historical understanding, and ethical sensibilities, and which reflects everyday reality and is refined by it. We are a member congregation of the Union for Reform Judaism.

We welcome all Jews, their partners and families regardless of background. We affirm the equality between men and women, members of all ages, races, physical conditions, and sexual orientations.

Members are free to express themselves as autonomous individuals. We believe in the progressive development in religion welcoming all perception, whether from scripture or from the records of nature. We employ both traditional and contemporary creative prayer and music. We are a center for the highest moral and ethical standard, we strive to achieve universal justice and peace, and we are a caring community devoted to those in need.



Director of Lifelong Learning

Reports to-President with authority from the Board of Trustees

Supervises- All aspects of Religious and Hebrew School Programming, Teachers, Madrichim and all supplementary education programs.

At Temple B'nai Chaim, we believe Jewish education to be a lifelong pursuit and a source of constant inspiration. We strive to offer educational opportunities to all of our congregants- from the pre-school students, to the middle school students and to our most senior members. We are seeking a Director of Lifelong Learning who will help us articulate what a lifelong educational journey will look like for our congregation. This person will ensure that all of our educational offerings are of a consistent quality and support our goal of providing diverse, engaging, and innovative educational opportunities for our congregation.

The Director of Lifelong Learning will be the focal point of educational offerings/ opportunities in our congregation. They will serve as the leader of educational programming at the temple. They will be responsible for both the day to day operation and supervision of the school, as well as long range planning and curriculum development. This individual will be charged with developing a comprehensive vision of lifelong education within the congregation. He or she will work closely with the Clergy, Board of Trustees, and Committee Chairpersons to ensure that all programs are coordinated and meaningful to our community.

This is a newly expanded position at TBC, and we look forward to working with our new Director of Lifelong Learning as we pursue our goal of providing compelling Jewish education to the multi-generational congregation while promoting a climate of learning in our community.

Job-Specific Duties

General responsibilities for our Religious School and Hebrew Programs

- Evaluate, supervise and update if necessary, our Religious School curriculum for grades K-7. Select appropriate subject matter, text and resource materials.
- Partner with the Rabbi to provide an innovative Confirmation program for our post B'nai Mitzvah students.
- Evaluate individual student progress against milestones.

- Coordinate with Clergy to ensure that the music curriculum for the RS is engaging and supports both the overall goals of the school as well as preparation for life-cycle celebrations (i.e. Consecration/ Confirmation/ B'nai Mitzvah).
- Solidify a system to track and evaluate students to make sure they are meeting benchmarks. Identify and provide remedial intervention, as necessary
- Prepare and present annual school budget and maintain budget on a weekly/monthly basis.
- Prepare payroll information for teachers and Madrichim
- Work closely with Rabbi, Cantor, Education Committee and Board of Trustees to articulate and implement a shared educational vision.

Religious School Faculty Responsibilities

- Recruit and train teachers and madrichim.
- Work with teachers to review lesson plans, provide feedback and communication as appropriate.
- Develop and clearly communicate teaching and administrative responsibilities
- Coach teachers on classroom management skills, observe classes, and provide feedback.
- Hold regular faculty meetings and staff development sessions.
- Oversee Madrichim program.

Religious School Family Relations

- Address parent concerns and work with them to a satisfactory outcome
- Communicate with parents to explain the Religious School curriculum and programs and facilitate resolution of individual problems.
- Provide clear guidelines of grade level and school expectations to students and parents.
- Contact parents with concerns or issues as related to the child's behavior, attendance and progress.
- Prepare weekly online communication to the congregation via newsletter.

Religious School Administrative Responsibilities

- Assign students to appropriate classes, as well as assign teachers appropriate grade levels to teach.
- Coordinate use of facility for school activities
- Attend monthly Education Committee meetings
- Participate in periodic consultation and meetings with Education Committee Chairperson and Board of Trustees liaison.

- Attend religious school sponsored services (for example: Monthly Family Services)
- Maintain an up-to-date calendar of current/future activities and deadlines
- Submit reports for monthly Board of Trustees Meetings

Adult and Family Education.

- Coordinate with the Rabbi and Adult Education Committee to ensure that there is a diverse, engaging program of educational opportunities for the congregation and community at large
- Offer several adult education classes throughout the year
- Partner with the Rabbi to provide and oversee the educational components of holiday celebrations

Qualifications

- Passion for Jewish Education and love of Judaism
- Commitment to Reform Judaism
- Teaching experience
- Experience supervising teachers
- Strong Hebrew Language Skills
- Excellent communication skills
- Strong problem solving skills
- Ease with technology
- Training/education in the fields of supplementary schools and the Jewish tradition
- Strong supervisory, organizational, administrative and financial management skills

Desirable Training and Experience

- Degree in Jewish Studies, Education, or a related field. Completion of coursework toward a Master's degree in Education or Jewish Studies is preferred. Minimum of three years administrative experience in a Jewish setting. Additional experience may be substituted for educational requirements.