



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 Chayai Shalom	<b>DATE OF APPLICATION</b>	3/5/2018
<b>STREET ADDRESS</b>	239 Depot Street		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Easton, MA 02375		
<b>TELEPHONE NUMBER</b>	508-238-6385	<b>FAX</b>	508-297-9128
<b>E-MAIL</b>	jobs@templechayaishalom.org	<b>WEBSITE</b>	www.chayaishalom.org
<b>URJ DISTRICT</b>	East District	<b>DATE POSITION IS AVAILABLE</b>	7/1/2018
<b>POSITION TITLE</b>	Religious School Director	<b>FULL or PART-TIME</b>	FT (flexible)

**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.

**XX 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 Chayai Shalom  
RELIGIOUS SCHOOL DIRECTOR**

**POSITION SUMMARY:**

The Religious School Director is responsible for continuing and expanding the success of our ground-breaking, progressive, project-based learning programs for grades K-6 while also enhancing outreach to our teen and post-b'nai-mitzvah communities. This role is integral to building engagement within our community and setting the tone for a lifelong love of Jewish traditions and values. This position reports to the Chair of the Education Committee. (<http://chayaishalom.org/learning>)

**Desired Skills/Characteristics and Education:**

- Preferred: Master's degree in Jewish education or advanced training in Jewish education from an accredited program, **and/or** a minimum of 2 years of experience as a Director or 5-7 years of experience as a Jewish Educator
- Flexible, pragmatic, analytical, and organized, with a collaborative leadership style.
- Intelligent, energetic, informed in matters relating to Jewish education, and creative in programming
- Professional and empathetic in interpersonal relationships.
- Ability to work comfortably with the various populations that comprise our congregation.
- Willing to take initiative, to make clear decisions, to seek the resources to meet objectives, and to ensure that plans are implemented effectively and efficiently.
- Proficient in Hebrew with an in-depth knowledge of Jewish history, literature, and biblical texts.
- Technologically literate and comfortable with Microsoft Office and knowledgeable about the uses of media in education.
- Excellent written and oral communication skills.

**RESPONSIBILITIES:**

**Curriculum Oversight–**

- Develops and implements curriculum, courses of study, and special programs in consultation with the Rabbi and the Education Committee.
- Works with senior staff (Rabbi and Cantorial Soloist) and lay leaders to identify priorities, to discuss goals and to plan and implement programming
- Works in conjunction with Rabbi, Education Committee, and Youth Committee to provide meaningful, high-quality options for teen engagement including but not limited to confirmation
- Selects books and educational resources to meet the curriculum goals established by the Education Committee.

**Team Management**

- Responsible for supervising a team of approximately 8-10 teachers as well as the school administrative assistant
- Recruits, interviews, and selects teachers, teaching assistants, and substitute teachers.
- Coordinates substitute teacher in the event of teacher absence.
- Provides written evaluations yearly for teachers with ongoing verbal feedback to all teachers throughout the year, reflecting on successes, challenges, and areas of improvement.
- Provides professional development for teachers through regular faculty meetings, workshops, and sharing of articles.
- Establishes employment files for employees with job descriptions and reviews
- Prepares and submits proper documentation for employee issues and warnings.

- Participates in ARJE (Association for Reform Jewish Educators) and other associations of Reform Judaism throughout the year to assist with professional development.
- Provides leadership to the school staff to maintain a warm environment that promotes the health and safety of children and staff.
- Provides guidance and serves as a role model for the staff regarding best practices in the classrooms.
- Prepares and revises student handbook and adheres to and administers policies and procedures set within.
- Supervises Coordinator of Learning Center regarding student specific education needs, IEPs and ensuring inclusion in class activities as appropriate.
- Oversees the management of the Teen Madrichim Program
- Advises Youth Committee and works with committee chair prior to monthly meetings to set agenda and discuss issues as they arise as well as potential programs.
- Attends Youth Committee Meetings as scheduling allows.
- Creates schedule for teachers and students leveraging flexibility as a core component of our education model.
- Provides hands on support to teach or co-teach initiatives as needed

#### **Communication and Community Building –**

- Develops strong relationships with children, the teaching team, families, and the school community members.
- Communicates with families as needed throughout the year via telephone calls, email, notes, and in-person meetings
- Develops opportunities for family learning and engagement that are in accordance with the educational goals of TCS.
- Represents Temple Chayai Shalom in the community by talking to prospective members & responding to phone inquiries regarding school.
- Communicates regularly with the parents and teachers through temple newsletter, email, a weekly teacher's bulletin, and regular visits to the Classroom
- Helps to plan and implement the family Shabbat services in conjunction with Rabbi and Cantorial Soloist.
- Works with clergy and lay leaders to plan appropriate holiday programming.

#### **Administrative and Budget Management**

- Manages school registration in conjunction with the school committee.
- Identifies and manages safety and emergency concerns including student health issues, fire evacuation, and parking lot procedures.
- Evaluates physical space needs on an annual basis and determines best approach to meet those needs. Manages relationship with third-party groups where educational programs are held.
- Prepares and manages the annual budget including labor, materials and other costs, working with the bookkeeper and Treasurer.
- Provides monthly reports to the Education Committee regarding all aspects of the school
- Participates in long term planning for the school and synagogue.
- Performs other duties as requested by the Education Committee and the Rabbi including but not limited to consulting with TORCH (*Tikkun Olam- Respect- Caring-Healing, our social action and justice committee*)
- The Education Committee or an appointed sub-committee will complete a review of the director annually.

## 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
<b>THIS YEAR</b>	196	104	151 (approx.)- in addition to others noted below	28
<b>FIVE YEARS AGO</b>	246	172	274	31
<b>FUTURE DEMOGRAPHIC PROJECTIONS ARE</b>		<p>We project that our membership numbers will remain steady. There was a real estate boom in the area 5-8 years ago, from which we benefited greatly. We had so many students that for a few years we were celebrating Bar/Bat Mitzvah services for two students at almost every service. Lately, building in the area, and thus our membership, has leveled off. Membership has been in the 200 family range for several years.</p>		

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	2	6	14	15	15	13	19	28	8	0	14	4	7
<b>OTHER (specify):</b>		Young Explorers- varies between 4-7 Design Lab- 18-25 Cooking & Kibitzing- 16 Leadership Training- 2											

<b>DAY CARE</b>	n/a	<b>PARENTS' DAY OUT</b>	n/a	<b>EARLY CHILDHOOD</b>	n/a
<b>OTHER (specify):</b>					

<b>HEBREW BEGINS IN GRADE</b>	Pre-K	<b>AND CONTINUES THROUGH GRADE</b>	12	<b>CONFIRMATION BEGINS IN GRADE</b>	10
<b>ADULT PROGRAMMING</b>	Adult educational programming is offered throughout the year by our Rabbi and Cantorial Soloist. Opportunity to teach adults is available, if candidate desires.			<b>JEWISH PARENTING PROGRAMMING</b>	n/a
<b>CAMPS (URJ REGIONAL AND CONGREGATIONAL)</b> n/a					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9-11:30 a.m.	Tuesdays, sections are offered from 3:30-4:30 p.m. and 4:30-5:30 p.m. Weds- 3:30 -4:30 p.m.; 4:30-5:30 p.m., & 5:30-7:30 p.m. (grade 7). Thursdays- 4:30-5:30 p.m. & 5:30-6:30 p.m.	Wednesdays- 5:30 p.m. – 7:30 p.m.	Chai School programs are offered on Weds from 5:30 – 7:30 p.m. Sunday afternoons – Teen Oasis programming
<b>WEEKDAY EARLY CHILDHOOD</b>	<b>DAY CARE</b>	<b>PARENTING/FAMILY PROGRAMMING</b>	<b>PARENTS' DAY OUT</b>
n/a	n/a	Throughout the year	n/a
<b>CAMP(CONGREGATION ONLY)</b>			
n/a			
<b>OTHER (specify)</b> n/a			

### 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 Kenneth Car	Full Time	2 years (in his second year)
ASSOCIATE RABBI	n/a	n/a	n/a
ASSISTANT RABBI	n/a	n/a	n/a
CANTORIAL SOLOIST	David Rothberg	Full time	8 years
EDUCATOR	Kim Bodemer	Full time	9 years
ASSISTANT EDUCATOR	n/a	n/a	n/a
ADMINISTRATOR	Meryl Levenson	Part-time (30 hours)	14 years
PROGRAM DIRECTOR	n/a	n/a	n/a
YOUTH WORKER	David Glazer	Part-time	1 year
EARLY CHILDHOOD EDUCATOR	n/a	n/a	n/a

**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 are currently participating in the beginning stages of the URJ Values Based Review pilot project. This encourages consistent communication and clear goal setting, agreed upon mutually by the reviewer(s) and the professional staff person being reviewed.

The model consists of the following:

- 1) Set job expectations and set collaborative goals
- 2) After 3-6 months, assess goals and provide feedback. Learn and develop. Make mid-course corrections
- 3) Repeat step # 2 throughout the year via regular communication
- 4) On an annual basis, complete formal assessment. This includes self-appraisal, reviewers' evaluation and goal review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Denise Morgan	Part-time	1 year
TO RABBI(S)	Meryl Levenson	Part-time (approx. 30 hrs/week)	14 years
TO CANTOR(S)	Meryl Levenson	Part-time (approx. 30 hrs/week)	14 years
TO ADMINSTRATOR		n/a	n/a

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	n/a
PRIMARY (Pre K – 2)	3	COMPUTER	n/a
INTERMEDIATE (Grades 3 – 4)	2	DANCE	n/a
UPPER (Grades 5 - 6)	2	DRAMA	n/a
BAR / BAT MITZVAH (Grade 7)	2	HEBREW	
B'NAI MITZVAH TUTORS	4	LEARNING CENTER	1
TEEN OASIS (HIGH SCHOOL)	3	LIBRARIAN	n/a
YOUTH ENGAGEMENT SPECIALIST	1		
SENIOR SEMINAR FACILITATOR	1		
ARE THERE ANY FULL-TIME TEACHERS ?	No		
CUSTODIAL STAFF (specify full or part-time)	Contractual custodial staff- part-time		

\* Some of our teaching staff teach multiple sections. The actual number of teachers on staff is lower than the total in the above chart.

#### IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	1
CHAPEL	n/a	ART ROOM	n/a
LIBRARY	n/a	MUSIC ROOM	n/a
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	n/a	TEACHER RESOURCE CENTER	n/a
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	n/a
		STUDENT LEARNING CENTER	n/a
OTHER (SPECIFY)	Rabbi's Study: 1		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	No		

AGE of BUILDINGS:	SANCTUARY	Built in 1970s	SCHOOL	Built in 1970s	OFFICE AREA	Built in 1970s
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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. We utilize a local elementary school on Sundays, which is located about 0.2 miles from Temple Chayai Shalom. We have use of the entire building, which was built in the 1950s. We utilize the classrooms, library, teacher's room, resource room and cafetorium.

## V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1976	and became a member of the URJ (UAHC) in	1993
The Shabbat prayer book used is	Siddur Sim Shalom <i>* Currently, a task force is working on developing our own siddur.</i>		
The High Holy Day <i>machzor</i> used is	On Wings of Awe- fully transliterated edition		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	n/a

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

1. to increase member involvement in all aspects of the congregation
2. to continue to develop and grow our unique, high-quality educational program
3. to build deeper connections/relationships with, between, and among congregants

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

1. warm, "haimish" feeling of inclusion and acceptance
2. a core of very committed, involved people; we wear multiple hats; we have an "entrepreneurial spirit."
3. A full menu of activities for children, youth, and adults

What are the strengths of your educational program?

Our religious school is our jewel! We strive to provide an integrated educational program for children in preschool through grade 12, in which students are empowered to explore Jewish history, culture, rituals, values, and practice in a safe, nurturing environment. TCS Religious School, known as SULAM, recognizes, appreciates, and celebrates the diversity of our students and works with families to make learning accessible to all. Our curriculum focuses on the core Jewish values of Torah, Avodah, and G'milut Chasadim.

Project Based/Expeditionary Learning: Building on the passion of our students and fostering a spirit of inquiry, classes on Sundays investigate big questions about Judaism, Jewish life, and the world around them. Last year, during the fall semester, our students focused on Tikkun Olam. Projects were aligned with the Jewish value, "Tzedek, Tzedek tirdof." During the spring semester, they took a closer look at Jewish history by investigating, "Who are the People in Peoplehood? A Closer Look at Jewish Communities Around the World."

Recently, our students have focused on Jewish ethics. All of our students in grades 3-6 explored the foundational values of Talmud Torah, B'tzelem Elohim, and Tz'dakah/G'milut Chasadim, before choosing a different value to study in greater depth. As their culminating project, students who selected Sh'lom Bayit created a "How-To" guide for making and keeping peace in the home; students who selected Tza-ar Ba-alei Chayim assisted in designing and building a new chicken coop for the Natural Resources Trust; and students who selected Derech Eretz wrote, performed, and videotaped Public Service Announcements about how to treat each other with proper behavior. During the spring semester, students are taking a closer look at Jewish history. Again in three groups, they are focusing on the Rabbinic, Medieval, and Modern periods of Jewish history. We can't wait to see the creative projects that will be the culmination of these expeditions.

Hebrew Curriculum: Formal midweek Hebrew instruction begins in grade 2. Students learn the letters and vowels of the Hebrew alphabet and learn essential decoding skills to build fluency in reading. We use a mnemonic system that uses not only words, but also body motions, to aid in remembering letter and vowel sounds. Our Hebrew curriculum is prayer-based and is a two-year alternating curriculum, so that students can be grouped across grade levels (i.e. gr. 3-4 and gr. 5-6 students). The goals of our Hebrew Madorim Program are: to strengthen decoding and fluency ability for reciting, chanting, and ultimately leading prayer; to give context and background of the prayer; to study the main themes of the prayer, making prayer a more meaningful and relevant experience, and to empower students to make a personal connection to prayer.

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

- Creativity
- Interpersonal savvy
- Flexibility

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

- Continuing to build and develop a feeling of community
- Fostering a love of Jewish learning
- Sustaining and enhancing the creativity and uniqueness of our educational program

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

We are on the forefront of new educational practices. This is not a traditional Hebrew School model. We are flexible and unconventional in the way we teach children, utilizing a project-based learning model.

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

1. growth
2. fundraising
3. space

## 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 ?	6/30/2018

## VII. COMMUNITY ATTRACTIONS

<b>General population of location</b>	Total greater Boston population is 4,732,161	<b>Total Jewish population</b>	Data not available
<b>JEWISH INSTITUTIONS IN AREA</b>	JCC in Newton		
<b>JCC</b>	The JCC in Newton runs programs in the local area.		
<b>Federation</b>	Combined Jewish Philanthropies (CJP)		
<b>Jewish Family Service</b>	Jewish Family and Children Services in Norwood, MA and Providence, RI		
<b>Central Jewish Education Agency</b>	n/a		
<b>Jewish Day School (which grades) ?</b>	There are many day schools, including 1 Reform day school in Dedham, MA		
<b>Other</b>	There are four Conservative congregations in the immediate vicinity. There is 1 Reconstructionist congregation in the immediate vicinity. There are 3 Orthodox congregations in the immediate vicinity. In addition, there are 3 local Chabad houses. There are 3 local Reform congregations in the immediate vicinity. In addition, there are many more congregations of various denominations in the Greater Boston and Greater Providence areas.		
<b>Majority of members' children attend public school, private school, or Jewish day school ?</b>	Majority of children attend public school system, which have very good reputations.		
<b>Colleges, universities and music conservatories in the area include</b>	Stonehill College is in Easton; Wheaton College is in Norton; Bridgewater State University is in Bridgewater. In addition, there are many more colleges and universities in the Greater Boston and Greater Providence areas, including Brandeis University and Hebrew College.		
<b>What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?</b>	Cultural - Boston Symphony Orchestra , Massachusetts Symphony Orchestra in Worcester, Brockton Symphony Orchestra Providence Performing Arts Center, theater district in Boston Community theater- MMAS in Mansfield, Orpheum Theater in Foxboro; ACT – Attleboro Community Theater Group Brockton Art Museum, RI School of Design Art Museum Boston Children's Museum; Providence Children's Museum, Museum of Science, New England Aquarium Sports - Red Sox, Patriots, Celtics, Bruins, Providence Bruins, Pawtucket Red Sox.		

## 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."**

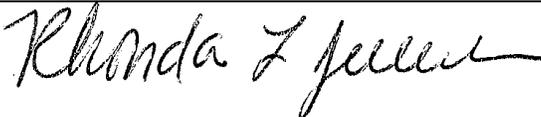
<b>PROPOSED SALARY or SALARY RANGE</b>	The minimum salary base is \$60,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	10%- will progressively increase in year 2
<b>Length of original contract (two years recommended)</b>	2-year

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	XXX	Moving Allowance	XXX	Books & Periodicals	XXX	Sabbatical
Major Medical Insurance	XXX	Professional Dues	XXX	Congregational Membership	XXX	Cell Phone
Dental Insurance		ARJE Conference	XXX	Religious School Tuition		Laptop Computer
Long Term Disability Insurance	XXX	URJ Biennial	XXX	Early Childhood Tuition		Israel Trips
		Regional URJ Gathering	XXX			
Other (please specify)	We would like to further discuss benefits with candidates in person. Payment towards medical insurance will be provided.					

### Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	At this time, this job is being listed with ARJE and jewishjobs.com
If "YES" please indicate which one and the title by which it is being listed	Religious School Director

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>	Rhonda Jellenik, Immediate Past President
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Rhonda Jellenik	<b>POSITION</b>	Search Committee Chair
<b>STREET ADDRESS</b>	c/o Temple Chayai Shalom, 239 Depot Street		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	South Easton, MA 02375		
<b>TELEPHONE NUMBER</b>	508-339-0555	<b>FAX</b>	508-337-4206
<b>E-MAIL</b>	rjellenik@comcast.net		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
	jobs@templechayaishalom.org		rjellenik@comcast.net

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

Temple Chayai Shalom is a dynamic Reform Jewish synagogue committed to Jewish continuity, spiritual growth, and Jewish education for all members of our diverse congregation. Adults and children alike are encouraged to explore and express Jewish religious beliefs and/or their own relationships to God; seek social, family and cultural ties; participate in social activism and engage in lifelong learning.