



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 Menorah	DATE OF APPLICATION	March 1, 2018
STREET ADDRESS	1101 Camino Real		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Redondo Beach, CA 90277		
TELEPHONE NUMBER	310.316.8444	FAX	310.540.7677
E-MAIL	rabbilewis@templemenorah.org	WEBSITE	Templemenorah.org
URJ DISTRICT	West	DATE POSITION IS AVAILABLE	July 1, 2018
POSITION TITLE	Religious 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

Temple Menorah is a vibrant Reform synagogue in the South Bay area of Los Angeles. The two-day per week Religious School, with over 150 students (K-12) is the largest in the area. The Religious School Director will be responsible for the oversight and implementation of the day-to-day functions of the Religious School and will report directly to the Senior Rabbi.

If you are a thoughtful, energetic, passionate, well-organized and hard-working team player who cares deeply about Jewish education and engagement, you are encouraged to apply.

Responsibilities for this position include but are not limited to:

- **Oversight and supervision of all faculty** – ensuring that the Religious School is properly staffed at all times, engaging, training, providing resources; creating clear, professional expectations; and working to enhance a sense of shared commitment and “buy-in” that will trickle down to students and families.
- **Management of curriculum** – providing teachers with materials and necessary curricular training, as well as creating “pacing guides” in the summer so that at the outset of Religious School in the fall, each teacher will have a clear idea of what he or she will be doing, and when.
- **Efficient and thorough response to any issues that arise with individual students or in classes** – while this often means intervening directly with a student in need or between students, there are times when parents need to be brought into the conversation. Knowing when to engage other synagogue clergy and staff is essential.
- **Creation and implementation of yearly calendar and daily schedule** – ensuring that while there is ample time allotted for curriculum, educational experiences are varied and engaging.
- **Coordination and/or creation of all special programs** – this includes family education, programs for holidays, field trips, special assemblies and anything else that is needed or that is created which meet the vision for the synagogue and the Religious School.
- **Coordination and oversight of Hebrew program** – working with Hebrew teachers to ensure that all students are making appropriate progress with Hebrew learning, receiving extra help as necessary and ensuring that no students fall behind in their progress.
- **Regular and timely communication with families and teachers** – working from the perspective that the Religious School is a crucial program at the center of the synagogue community and that both parents and teachers are stakeholders in that community, ensuring that everyone is ‘in the know’ is essential. While often communication will flow from teachers to families, the Director is responsible for ensuring the quality of this communication. Additionally, regular Director’s communications are important, as well as phone and email communication whenever there is something for parents to know (i.e. special programs, faculty updates, special Shabbat service announcements, etc.)
- **Oversight of creation and distribution of progress reports** – twice yearly, providing teachers with the tools necessary to write student comments, then coordinating, editing as necessary and distributing them in a timely fashion.
- **Oversight of budget and all administration related to the Religious School** – effectively and efficiently monitoring spending and budget assumptions utilizing the support

of senior staff, lay leadership partners, and the administrative assistant designated to the Religious School with administrative tasks.

- **Champion the ability for all students to be included in the Religious School** – through supervision of and partnership with the Ezra Coordinator/Inclusion Specialist, ensure that inclusion of all is held as a core value of learning and engagement in the Religious School.
- **Staff liaison to Religious School Committee and Room Parents** – working in partnership with the Religious School committee chair as well as the Vice President of Education, support and guide these volunteers and budding synagogue leaders as they enhance the sense of community within the Religious School.
- **Be part of synagogue staff team** – joining a team, rather than working in isolation, means being ready to work together, to help one another to receive assistance and support when necessary and dreaming together.

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	225	+/- 90	161	19
FIVE YEARS AGO	250	+/- 110	202	14
FUTURE DEMOGRAPHIC PROJECTIONS ARE		Moderate growth. 300 families in 5 years.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
n/a	12	14	7	13	20	16	26	11	21	9	2	10	0
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	50 students
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Variety of ongoing groups, mini-series and single session learning events			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Camp Menorah (K-12), Camp Tuvia (preschool), URJ Camp Newman, 6-Points, JCA Shalom, Camp Hess Kramer, Gindling Hilltop Camp				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays, 9:00-12:00 Wednesdays, 4:30-6:30	Woven throughout Religious School	Wednesdays, 6:00-8:00, weekly	Wednesdays, 7:30-8:30, monthly
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
7:30am-6:00pm, daily	n/a	As scheduled through both Tuvia Preschool and Religious School	Kids' Night Out – 6 Saturday nights spread throughout the year
CAMP(CONGREGATION ONLY)	Camp Menorah (K-12), Camp Tuvia (2-5)		
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	Leah Lewis	FT	1
ASSOCIATE RABBI	n/a		
ASSISTANT RABBI	n/a		
CANTOR	Kelly Cooper, soloist	PT	Begins July 1, 2018
EDUCATOR	Randi Sher	FT	13

ASSISTANT EDUCATOR	n/a		
ADMINISTRATOR	Katie Kang	FT	3
PROGRAM DIRECTOR	Rabbi Rebeccah Yussman	PT	4
YOUTH WORKER	n/a		
EARLY CHILDHOOD EDUCATOR	Rabbi Selilah Kalev	FT	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.

Yes. As a joint instrumentality of the Human Resources Committee, the Senior Rabbi and the Educator, annual reviews take place. During the summer, working goals are set and documented in a three-way conversation with prime input by the educator. Quarterly 'check-ins' are conducted between the rabbi and educator to ensure that communication about progress towards goals is open and clear.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	PT	2
TO RABBI(S)	FT (shared with Cantor and Administrator)	3
TO CANTOR(S)	FT	3
TO ADMINISTRATOR	FT	3

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	1	ART	
PRIMARY (K-2)	3	COMPUTER	1
INTERMEDIATE (3-6)	5	DANCE	1
UPPER (7)	1	DRAMA	
BAR / BAT MITZVAH	1	HEBREW	2
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	1 – FT, 3 - PT		

IV. FACILITIES

SANCTUARY	x	NUMBER OF CLASSROOMS	10
CHAPEL		ART ROOM	
LIBRARY	x	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM		YOUTH LOUNGE	x
SANCTUARY / SOCIAL HALL COMBINATION	x	TEACHER RESOURCE CENTER	
		EDUCATOR'S OFFICE	x
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes	

AGE of BUILDINGS:	SANCTUARY	49 years	SCHOOL	57 years	OFFICE AREA	57 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.

n/a

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1946	and became a member of the URJ (UAHC) in	2016 (most recently)
The Shabbat prayer book used is	Mishkan Tefilah		
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?

1. To cultivate connections between individuals and Jewish tradition
2. To be a community of meaning in which all people are valued and their lives are enhanced by being part of it
3. To provide a lens through which members can view and experience the world, knowing their responsibility to enhance the world.

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

As a relatively small congregation in a part of Los Angeles with a relatively small Jewish population, Temple Menorah is a place where people feel at home, feeling valued and safe. In such, Temple Menorah is made of people who care deeply about the community and are happy to be engaged.

What are the strengths of your educational program?

Students and their families are committed to learning and to the synagogue. In such, the program is primed for evolution and growth.

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

1. Passion for Jewish education and engagement
2. Well organized
3. Team player

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

1. To enhance student engagement by building relationships with teachers, students and families
2. To enhance communication with teachers, students and families
3. To inspire teachers to 'bring their best' to the program and their students

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

Temple Menorah is in a time of transition. With the arrival of a new rabbi one year ago, the congregation found itself at the dawn of a new era of synagogue life. While the history and culture of Temple Menorah is held in the highest regard, there is a desire to bring new and different experiences with learning, worship and congregational life as a whole. The professional team works together to manage change and transition, making every effort to keep engaged both the members who are eager for change and those who are more resistant. It is a time of change, challenge and creation for the Temple Menorah community.

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

1. Managing the ongoing effects of transition – making the most of the great energy that exists so that it is a buoying force as we move forward
2. Examining how we define membership – our demographic is young with many intermarried families. Many community members are simply not willing to join synagogues in the way membership has classically been defined.
3. Creating a culture of philanthropy in which the synagogue is a valued recipient of philanthropic gifts.

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 ?	Mid-June, 2018

VII. COMMUNITY ATTRACTIONS

General population of location	Total Jewish population
JEWISH INSTITUTIONS IN AREA	Other synagogues (one other Reform, two Conservative, Chabad). As part of the greater Los Angeles area, there is a broad scope of communal institutions across the region
JCC	Long Beach and Westside JCC's
Federation	Los Angeles Jewish Federation
Jewish Family Service	Los Angeles

Central Jewish Education Agency	Builders of Jewish Education (BJE)
Jewish Day School (which grades) ?	Nothing local
Other	
Majority of members' children attend public school, private school, or Jewish day school ?	Public
Colleges, universities and music conservatories in the area include	Loyola Marymount University, El Camino College in our immediate area. Just a bit further are many more universities including UCLA and USC.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Los Angeles is a cultural hub. There are countless opportunities, just a short distance away, for live music, theater, museums, sports, etc. The beach is within walking distance from the synagogue.

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	\$45,000-\$60,000
Percentage of pension (RPB) in addition to salary (15% recommended)	0
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	x	Congregational Membership	x	Cell Phone
Dental Insurance	ARJE Conference	x	Religious School Tuition	x	Laptop Computer
Long Term Disability Insurance	URJ Biennial	x	Early Childhood Tuition	x	Israel Trips
	Regional URJ Gathering				
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	Leah Lewis, Senior Rabbi
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Aaron Krouse	POSITION	n/a
STREET ADDRESS	n/a		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Torrance, CA 90505		
TELEPHONE NUMBER	310-569-6174	FAX	n/a
E-MAIL	aaron@lowyusa.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
aaron@lowyusa.com, rabbilewis@templemenorah.org			

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

Vision:

Temple Menorah is an inclusive community in which the Divine light is ignited within and between us.

Mission:

We are a Reform Jewish community that cultivates connections between:

- Individuals and Jewish tradition
- Tradition and modern life
- The synagogue, Israel and the broader world
- People - regardless of religious background, gender, race, sexuality, disability, socioeconomic status or level of observance
- Every human soul and God

We come together to create engaging and meaningful Jewish experiences through the longstanding pillars of Jewish life: *Torah* (Jewish learning), *avodah* (uplifting worship) and *gemilut chasadim* (dedication to repairing the world).

The Seven Key Values Driving the Work of Temple Menorah:

1. Congregation, *Kehillah*
2. Loving-kindness/Respect, *Kavod*
3. Repair of the World, *Tikkun Olam*
4. Peoplehood, *Am Yisrael*
5. Prayer, *Tefillah*
6. Study, *Torah*
7. Maximizing Divine Potential, *B'Tzelem Elohim*