



The Association of Reform Jewish Educators
Since 1955

633 Third Avenue | New York, NY 10017-6778

EARLY CHILDHOOD 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	3-15-18
STREET ADDRESS	1101 Temple Menorah		
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	www.templemenorah.org
URJ DISTRICT	West	DATE POSITION IS AVAILABLE	July 1, 2018
POSITION TITLE	Tuvia Early Childhood Director	FULL or PART-TIME	Full-Time

SUMMARY

Temple Menorah, a vibrant Reform synagogue located in Redondo Beach, CA is seeking an experienced, passionate Director of Early Childhood Education to run our growing preschool program and, in such, to play an integral role as part of the broader synagogue staff team. The Tuvia Director will report directly to the Senior Rabbi.

For over 30 years, this play-based preschool program for children ages 2-5 has been one of the most important elements of our community. It's the initial point of family education, a feeder program and a primary source for membership, and a starting point for entry into Religious School.

Our community has recently made a few significant investments in building, growing, and developing this program. We are seeking a strong, team-oriented community-builder who believes deeply that young children are capable learners and contributors to society, and who is excited by the prospect of building a preschool program within the context of a synagogue.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Early Childhood Director position include managing and directing the school in accordance with the synagogue's vision for excellence in early childhood education; recruiting and enrolling families and children in order to grow enrollment through marketing and outreach; hiring, supervising, supporting and inspiring staff

members and ensuring their professional development; ensuring that all CA state license 22 requirements are met and the highest standards for early childhood education are maintained; managing budget and overseeing and managing the day-to-day operation of the program, extended day program, summer program, family activities, and parent education programs. Additionally, the Early Childhood Director is expected to support and nurture partnerships with parents in their child's development as well as to ensure parent engagement in the program of the school and with the larger synagogue community.

SUPERVISORY RESPONSIBILITIES

Supervise teachers (full time, part-time, and subs) and Tuvia Staff

QUALIFICATIONS

Outstanding interpersonal skills

Pleasant and positive, upbeat demeanor

Familiarity with child development, Jewish tradition, early childhood educational philosophy and Jewish early childhood curriculum

Excellent communication skills (written and oral) and follow through

Self-starter

Ability to work both independently and as a team member with other employees and lay leaders

Work well under pressure in a busy environment

Can prioritize work assignments

Able to multi-task

Knowledge of Microsoft Office Suite including Word, Outlook and Excel

EDUCATION AND/OR EXPERIENCE

Bachelor Degree in Child Development or related field required; Master's Degree preferred

5-10 years of experience teaching. At least 5 years of management experience managing a large staff.

Proven ability to lead professional development efforts and support educators within a teaching and learning environment.

LANGUAGE SKILLS

Must be able to speak and write in grammatically correct English

Knowledge of Hebrew and Spanish is a plus.

MATHEMATICAL SKILLS

Foundations in mathematics for registration and payroll duties

EQUIPMENT TO BE USED

PC Computers, fax machines, copy machines, multi-line telephone systems

CERTIFICATES, LICENSES, REGISTRATIONS

Site Supervisor or Program Director Permit Required

PHYSICAL DEMANDS

Must be able to move frequently during the workday

Must be able to lift at least 20lbs

Must be able to engage with children at their level

I. DEMOGRAPHICS

	# OF FAMILIES WITH CHILDREN IN EARLY CHILDHOOD PROGRAM	TOTAL # OF STUDENTS IN EARLY EDUCATION PROGRAM
THIS YEAR	43	48
FIVE YEARS AGO	52	60
FUTURE PROJECTIONS	50	75

NUMBER OF STUDENTS ENROLLED BY AGE GROUP

Mommy & Me/Parent-Child Play Group (6 weeks – 18 months)	10 months – 2 years	2 year olds	3 year olds	4 year olds	5 year olds	Kindergarten	TOTAL
0	0	19	24	5	0	0	48

II. DAYS AND TIMES OF CLASSES

WEEKDAY EARLY CHILDHOOD 7:30AM-6PM, daily	HEBREW SCHOOL Woven throughout religious school.	CONFIRMATION Wednesdays, 6-8, weekly	POST-CONFIRMATION Wednesdays, 7:30-8:30, monthly
RELIGIOUS SCHOOL Sundays, 9-12 Wednesdays, 4:30-6:30	DAY CARE N/A	JEWISH PARENTING/FAMILY PROGRAMMING As scheduled through both Tuvia Preschool and Religious School	PARENTS' DAY OUT 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?

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.

How often? Annually.

PLEASE INDICATE NUMBER OF AUXILIARY STAFF AND WHETHER EACH IS FULL OR PART TIME.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL-TIME STAFF	PART-TIME STAFF
TO EARLY CHILDHOOD EDUCATOR(S)	1	0
TO RELIGIOUS SCHOOL EDUCATOR	0	0
TO RABBI(S)	1 (shared)	0
TO CANTOR(S)	1	0

TO ADMINISTRATOR	0	0
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NUMBER OF TEACHERS		SPECIALISTS	
TEACHERS	7	ART	0
ASSISTANT TEACHERS	0	COMPUTER	0
SUPERVISORS / COORDINATORS	0	DANCE	0
	0	DRAMA	0
	0	HEBREW	0
	0	LEARNING CENTER	0
	0	LIBRARIAN	0
	0	CUSTODIAL STAFF (FULL/PART TIME)	1/3

IV. FACILITIES

SANCTUARY	X	COMPUTER ROOM	<input type="checkbox"/>
CHAPEL	<input type="checkbox"/>	ART ROOM	<input type="checkbox"/>
LIBRARY	X	MUSIC ROOM	<input type="checkbox"/>
SOCIAL HALL / AUDITORIUM		YOUTH LOUNGE	X
SANCTUARY / SOCIAL HALL COMBINATION	X	TEACHER RESOURCE CENTER	<input type="checkbox"/>
STUDENT LEARNING CENTER	<input type="checkbox"/>	EDUCATOR'S OFFICE	X
EARLY CHILDHOOD FACILITY		NUMBER OF CLASSROOMS	10
OTHER (PLEASE SPECIFY)	Click here to enter text.		

AGE of BUILDINGS:

MAIN SANCTUARY	49 years	CHAPEL	0	SCHOOL	57 years	LIBRARY	0	OFFICE AREA	57 years
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DO THE EARLY CHILDHOOD CENTER AND THE RELIGIOUS/HEBREW SCHOOL SHARE SPACE?

Yes.

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. PRIORITIES FOR THE EARLY CHILDHOOD EDUCATOR

ACTIVITY IN COMMUNITY	Synagogue events	INFORMAL EDUCATION/RETREATS	Occasional Tuvia family Shabbat celebrations and havdallah programs
ASSEMBLIES		ISRAEL PROGRAMMING	Through curriculum
CAMP INVOLVEMENT	Camp Tuvia	LIBRARY/MEDIA	
CONGREGATIONAL PROGRAMMING	Some parent education	SCHOOL ADMINISTRATION	Communication, staffing, budget

			oversight
CIRRICULUM DEVELOPMENT	As needed	TEACHER TRAINING	Staff week and periodically through the year
FAMILY EDUCATION		TEACHING ADULTS	
HEBREW		TEACHING CHILDREN	As needed to meet required ratios
JEWISH PARENTING PROGRAMS		TECHNOLOGY (COMPUTERS, ETC.)	

VI. CONGREGATIONAL IDENTITY

The year the Congregation / Institution was founded	1946	The year is became a member of the URJ (UAHC)	0000
The Shabbat prayer book used	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used	Mishkan HaNefesh		

What are the three primary goals of your congregation/institution?	<ol style="list-style-type: none"> 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 early childhood program?	Tuvia is a warm launching point for students' lifelong learning paths, as well as a nurturing base for development. It is a filter to bring young families into the congregation and to build a sense of community with them.
What three qualities in your Early Childhood Educator are most important to the congregation/institution?	<ol style="list-style-type: none"> 1. Passion for children and Jewish engagement 2. Positive, inspiring manager 3. Team player
The three most important priorities of the congregation/institution's Early Childhood Educator should be:	<ol style="list-style-type: none"> 1. To enhance engagement by building relationships with teachers, students and families 2. To inspire teachers to "bring their best" to the program and their students 3. To grow enrollment by succeeding at the above
The single most important thing an Early Childhood 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 alongside lay leadership 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 an exciting time of building upon the past to create a meaningful and exciting synagogue community for tomorrow.
The three most important issues facing the congregation/institution in the next five years will be:	<ol style="list-style-type: none"> 1. Managing the ongoing effects of transition – making the most of the great energy that exists so that 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.

VII. INCUMBENT EARLY CHILDHOOD EDUCATOR

Has the current Early Childhood 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

VIII. COMMUNITY ATTRACTIONS

General population of location	0	Total Jewish population	0
Number of other Jewish congregations in the area	4	Number that are Reform	2

JCC	X	Federation	X
Jewish Family Service	X	Central Jewish education agency	X
Jewish grade school	<input type="checkbox"/>	Grades?	0 to 0
What kind of schools do the majority of members' children attend?	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.		

IX. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. For example, the "Proposed Salary" section should read, "the salary range is \$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	\$60,000-\$80,000
Percentage of pension (RPB) in addition to salary (15% recommended)	10 %
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EARLY CHILDHOOD EDUCATOR, IN ADDITION TO SALARY

Major Medical Insurance	<input checked="" type="checkbox"/>	Congregational Membership	<input checked="" type="checkbox"/>	ARJE Conference	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	Religious School Tuition	<input checked="" type="checkbox"/>	NAEYC Conference	<input checked="" type="checkbox"/>	Laptop Computer	<input type="checkbox"/>
Medical-Hospitalization	<input type="checkbox"/>	Early Childhood Tuition	<input checked="" type="checkbox"/>	ECE-RJ Conference	<input checked="" type="checkbox"/>	Israel Trips	<input type="checkbox"/>
Long Term Disability Insurance	<input type="checkbox"/>	Professional Dues	<input checked="" type="checkbox"/>	URJ Regional Conference	<input type="checkbox"/>	Moving Allowance	<input type="checkbox"/>
Sabbatical	<input type="checkbox"/>	Books & Periodicals	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (please specify)	Click here to enter text.						

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.	Click here to enter text.

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. Refrain from contacting private individuals;
- C. Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
- D. Reimburse all travel and related expenses for an Educator invited for an interview;
- E. Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS* ("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;
- F. 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.
- G. **NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EARLY CHILDHOOD EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.**

Name of person completing this form	Ronnie Glassman	Position in congregation / institution	Vice President, Education
Signature	<i>Veronica Glassman</i>		Date March 15, 2018

CHAIRPERSON OF THE EARLY CHILDHOOD EDUCATOR SEARCH COMMITTEE

NAME	Ronnie Glassman	POSITION	Vice President of Education
STREET ADDRESS	1101 Camino Real		
CITY, STATE/PROVINCE	Redondo Beach, CA	ZIP CODE/POSTAL ZONE	90277
TELEPHONE NUMBER	310-316-8444	FAX	310-540-7677
E-MAIL	emailmissronnie@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			

**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*