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	Congregation Beth Am	**DATE OF APPLICATION**	11/13/18
STREET ADDRESS	26790 Arastradero Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Los Altos Hills, CA 94022		
TELEPHONE NUMBER	650-493-4661	**FAX**	
E-MAIL	info@betham.org	**WEBSITE**	www.betham.org
URJ DISTRICT	West	**DATE POSITION IS AVAILABLE**	July 1, 2019
POSITION TITLE	Director of Youth and Family Learning and Engagement	**FULL or PART-TIME**	Fulltime

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 DoJLL or DoLL

X **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

Director of Youth and Family Learning and Engagement

Congregation Beth Am, a dynamic center of Reform Jewish life on the San Francisco Peninsula, seeks a talented individual to oversee all education and engagement programs for youth aged 0-18 and their families. The Director of Youth and Family Learning and Engagement will serve as the visionary leader of youth and family education at Congregation Beth Am, supporting and supervising the education team who administer these efforts, collaborating with program staff, and working closely with the clergy team and lay leaders.

Beth Am has been on the leading edge of Jewish education for decades. In the 1990s, Beth Am participated in HUC-JIR's Experiment in Congregational Education, designing and launching one of the first Shabbaton (Shabbat family education) programs in the country. Nearly ten years ago, the congregation participated in Re-Imagine, a multi-year process of exploring alternative and innovative approaches to congregational youth education, resulting in our camp-based youth education program and experiments in small group-based learning. More recently, Beth Am participated in the B'nei Mitzvah Revolution and the education and clergy teams are working on implementing the BMR's recommendations. The Director of Youth and Family Learning and Engagement will continue this process of innovation and lead Beth Am to the next level of rich, engaging Jewish education for children and their families.

The Director of Learning and Engagement will be responsible for overseeing all youth education and engagement programs and ensuring they align with and embody Congregation Beth Am's vision:

> *"…we offer creative and innovative approaches to help children, teens and adults of all backgrounds and abilities engage with the wisdom of Jewish tradition. Our educators, teachers and clergy strive to connect with every student at Beth Am. They understand that effective Jewish learning is dynamic and multifaceted, addressing many styles of learning, conveyed in both formal and informal settings. It happens at home, in the sanctuary and at camp; outdoors in nature as well as in the classroom; on a hike, over lunch, through the arts, or while traveling. It flourishes in a positive, loving environment; it involves the whole person – body and mind, heart and soul. We honor the value of l'dor va-dor (generation to generation) and offer rich opportunities for family and intergenerational learning."*

The Director will evaluate current programs to assess their effectiveness and alignment with this vision, make improvements to current programs, and develop and implement new programs.

The Director will mentor, supervise, and, as needed, hire staff for all youth and family education and engagement programs. The Director will report directly to the Senior Rabbi and Board of Directors.

Preferred Experience and Characteristics:

Experience

- *Management/supervision experience including working closely with program staff, teachers, and volunteers*

- *Experience in managing organizational change*
- *Pedagogical knowledge and experience including assessing, editing, and creating curricula and teaching materials*
- *Experience administering an education program*
- *Teaching experience*

Characteristics

- *Passionate about Jewish learning and life*
- *Visionary and creative*
- *Able to implement a bold vision*
- *Able to connect with and communicate effectively with children and adults of all ages*
- *Able to work collaboratively with a team of educators, clergy, and lay leaders*
- *Resilient, able to evolve and change direction as necessary*
- *Committed to inclusive learning and engagement*

A Master's degree in Jewish Education, Education or an advanced degree in a similar field is required. Seven to ten years of relevant work experience is preferred.

Major Responsibilities of the Director:

Vision
The Director of Youth and Family Learning and Engagement is the "keeper of the vision" of youth education, responsible for ensuring that all programs are moving towards alignment with that vision. The Director is also the primary "ambassador of the vision," responsible for communicating that vision to the congregation and the wider Jewish community.

Evaluation
The Director is responsible for facilitating regular evaluation of all youth and family education and engagement programs and using evaluation results to lead appropriate changes.

Innovation
The Director is responsible for making improvements to current programs, as well as developing and implementing new programs as needed.

Integration
The Director is responsible for working with the Education Committee, the Board of Directors, and the Senior Rabbi to ensure that the vision and work of the youth and family learning and engagement department is integrated into the life of the congregation as a whole.

Curriculum and Instruction
The Director is responsible for ensuring that Beth Am's youth and family education and engagement programs have high-quality, comprehensive, integrated, and engaging curricula and well trained teachers. In that regard, s/he is responsible for ensuring that the programs build off one another and that there is a clear pathway of learning for children who move through Beth Am's various educational programs.

Supervision
The Director is responsible for supervising education and engagement staff members (e.g. program directors, teen youth group advisor, support staff), recruiting and hiring additional staff members, and supporting program directors in recruiting, hiring, training, and mentoring teachers and program staff.

In addition, the Director is responsible for financial management including budgeting and grant writing.

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	1602	314	385	50
FIVE YEARS AGO	1652	261	532	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
7	17	27	41	36	55	45	57	47	20	3	20	7	3
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Various			JEWISH PARENTING PROGRAMMING	various
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Camp Newman, Camp Beth Am (youth education program)				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays, 9-11:30 am	Wed 4-6 or Sun 11:45-1:15 or private tutoring	Tues 6-8 pm	various
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMMING	PARENTS' DAY OUT
		various	
CAMP(CONGREGATION ONLY)	One week in June, one Sunday a month (11:45-2:45) through the school year		
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	Janet Marder	Full	19
ASSOCIATE RABBI	Sarah Weissman	Full	10
ASSOCIATE RABBI	Jonathan Prosnit	Full	7
ASSOCIATE RABBI	Heath Watenmaker	Full	4
CANTOR	Jaime Shpall	Full	3
RABBI/EDUCATOR	Miriam Philips	Full	2
INTERIM EDUCATION PROGRAM DIRECTOR	Caroline Kosaka	Full	1 (this position)
INTERIM EDUCATION PROGRAM DIRECTOR	Vicki Streeter	Part	1 (this position)
EXECUTIVE DIRECTOR	Rachel Tasch	Full	6
PROGRAM DIRECTOR			
YOUTH WORKER	Alana Green	Full	1
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.

Professional staff members are asked to write a self-evaluation every year, which is incorporated into the annual review prepared by the staff member's supervisor. The supervisor and staff member have a meeting during which they review the written evaluation and set goals for the coming year.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Alex Lyon	Full	1
TO RABBI(S)	Bria Silbert	Full	2
TO CANTOR(S)	Alyssia Berkowitz	Part	5
TO ADMINSTRATOR	Bria Silbert	Full	2

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	N/A	ART	1
PRIMARY	22	COMPUTER	
INTERMEDIATE	10	DANCE	
UPPER		DRAMA	2
BAR / BAT MITZVAH	4	HEBREW	11
HIGH SCHOOL / POST B'NAI MITZVAH	3	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	4 full-time		

IV. FACILITIES

SANCTUARY	yes	NUMBER OF CLASSROOMS	18
CHAPEL	yes	ART ROOM	Yes
LIBRARY	yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	no	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	no
OTHER (SPECIFY)	Beit Kehillah (used for worship and communal events); Preschool – run by an outside organization		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	yes		

AGE of BUILDINGS:	SANCTUARY	49 yrs	SCHOOL	58 yrs	OFFICE AREA	58 yrs

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	1955	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan T'filah or Beth Am's own prayerbook		
The High Holy Day *machzor* used is	Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?	Don't know	If yes, in what year ?	

What are the three primary goals of your congregation/institution?
We strive to live as a holy community whose study and practice of Judaism inspires and challenges us to "do justice, to love kindness and to walk humbly with our God" (Micah 6:8).

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

1. A culture of self-reflection, improvement, and innovation
2. A large and diverse congregation with significant human and financial resources and skills
3. Talented and dedicated staff members
4. A culture of strong staff-lay partnership

What are the strengths of your educational program?

1. Diversity of offerings for youth education (e.g. Camp Beth Am, Hagigah theater program)
2. Willingness to experiment and adapt, to "think outside the box"
3. Relatively large enrollment for 5-13 age youth

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

1. Ability to create (in partnership) a bold vision for youth education
2. Ability to implement this vision
3. Ability to connect with youth and their parents

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

1. Evaluation of current youth education programming and enrollment trends
2. Improvement and alignment of curriculum for all youth education and teen programs
3. Re-visioning youth education for the next generation

The single most important thing an Educator needs to know about the congregation/institution is:
Our congregants are highly accomplished, smart, and driven people who value excellent and cutting-edge programming.

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

1. Search for and transition of new senior rabbi
2. Increasing membership dues/donations to keep up with rising operational costs
3. Maintaining/increasing enrollment in youth education programs

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, 2019**

VII. COMMUNITY ATTRACTIONS

General population of location	**SF Bay Area- 7 million**	**Total Jewish population**	**148,000 family units**
JEWISH INSTITUTIONS IN AREA			
JCC	**Several JCCs in San Francisco and on the Peninsula**		
Federation	**San Francisco and Silicon Valley**		
Jewish Family Service	**Jewish Family and Children's Services**		
Central Jewish Education Agency	**Jewish Learningworks**		
Jewish Day School (which grades) ?	**Gideon Hausner day school (K-8), Kehillah High School (9-12), South Peninsula Hebrew Day School (preK-8), Wornick Day School (k-8)**		
Other	**Many other Jewish organizations in the Bay Area including Wilderness Torah, Urban Adamah, UpStart, Lehrhaus Judaica.**		
Majority of members' children attend public school, private school,	**mix**		

or Jewish day school ?	
Colleges, universities and music conservatories in the area include	Stanford, UCSF, UC Berkeley, San Jose State, Santa Clara University, SF State, and many others
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Many museums, operas, symphonies, theaters, professional sports teams, etc. from San Francisco to San Jose.

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	$130,000-$150,000
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	Yes	Sabbatical	TBD
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	Yes	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	No	Israel Trips	Yes
		Regional URJ Gathering	Yes				
Other (please specify)	Potential housing assistance (rental)						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	Yes
If "YES" please indicate which one and the title by which it is being listed	CCAR Rabbi/Educator

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
	A
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 *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;
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	Debbie Mukamal
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Debbie Mukamal	**POSITION**	Member of the Board of Directors
STREET ADDRESS	818 Clark Way		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Palo Alto, CA 94304		
TELEPHONE NUMBER	718/938-8450	**FAX**	
E-MAIL	ailahm@yahoo.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Debbie Mukamal – ailahm@yahoo.com			
Rabbi Sarah Weissman – rabbi_weissman@betham.org			

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