



The Association of Reform Jewish Educators

Since 1955

633 Third Avenue | New York, NY 10017-6778

PART-TIME 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 Israel of West Palm Beach	DATE OF APPLICATION	12/7/18
STREET ADDRESS	1901 N. Flagler Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	West Palm Beach, Florida 33407		
TELEPHONE NUMBER	(561) 833-8421	FAX	
E-MAIL	Jennifer@Temple-Israel.com	WEBSITE	www.Temple-Israel.com
URJ DISTRICT	South	DATE POSITION IS AVAILABLE	7/1/19
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

Religious School Director - Part-Time

Temple Israel of West Palm Beach is a small (approximately 270 member families) mainstream Reform congregation that honors tradition while appreciating innovation. We seek a Religious School Director (Part-Time). The individual should be creative, organized, and motivated to partner with our team to continue to grow learning for students and families. The successful candidate will work closely with our Rabbi, professional staff, and lay leadership, and will encourage parent and community involvement.

Our program includes 15-16 Sunday sessions (typically 1-2x/month between August and May) with additional family programming, occasionally on *Shabbat*. Beginning in 4th grade, students also attend weekly Wednesday Hebrew sessions.

Job duties include:

- Participating in hiring, supervising, mentoring, and evaluating teachers and teaching assistants
- Implementing and revising curriculum as appropriate – ensuring that active, developmentally appropriate learning is occurring
- Recruitment, including marketing of the school to promote/increase enrollment
- Initiating and supporting fundraising efforts to enhance the school budget
- Teaching in our Wednesday Hebrew program and as part of special school and family events (occasionally on *Shabbat*)
- Involvement in *B'nai Mitzvah* preparation, including scheduling and tutoring students
- Partnering with educational staff to plan and implement whole school and family experiences that promote deep learning and relationship building
- Working with the Rabbi and professional team to prepare and maintain necessary school schedules, family and financial records and budgets
- Writing monthly bulletin articles; regular updates to parents; and information for the Temple board
- Promoting connections between school and various other constituencies within the congregation, such as Brotherhood and Sisterhood, to deepen relationships and engagement
- Participation in the community's Educators Council

The successful candidate will be comfortable working in a collaborative environment and appreciate the benefits of working as part of a clergy, professional, and lay team. The ability to multi-task, as well as advanced computer skills and excellent organizational skills, will all be helpful in this position.

Candidates must have a bachelor's degree, prior teaching experience, comfort with the theology and practices of the Reform movement, and experience with teaching basic Hebrew and prayer. Prior school administration or management experience is preferred, but not required. To apply, send a cover letter and resume to: jennifer@temple-israel.com and Peter Eckstein, peteck18@gmail.com. Use the words "Religious School Director Application" as the email's subject line.

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	271	26	44	3
FIVE YEARS AGO	Unknown (we had 228 families in July 2012)	Unknown	Unknown, however, we know there were a total of 9 children registered in the Religious School in 2011-2012	
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
0	0	4	2	9	7	10	3	5	2	1	0	0	2
OTHER (specify): Of the 44 registered, 5 of our students act as <i>madrichim</i> in our school.													

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

HEBREW BEGINS IN GRADE	4	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	We have a robust Adult Education program called "TI Learns." The Religious School Director is not required to teach in the program, although it would be welcome.			JEWISH PARENTING PROGRAMMING	Ad hoc
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Our students generally attend Camp Coleman.					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays (15-16 sessions/year) from 930am-12pm	27 Wednesday afternoons this year – next year, we are planning to run simultaneous classes from 530-630pm	As needed	Monthly on Shabbat mornings
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Ad hoc/occasional	N/A
CAMP (CONGREGATION ONLY)			
N/A			
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	Rabbi Cookie Lea Olshein	Full-time	6.5
ASSOCIATE RABBI	N/A		
ASSISTANT RABBI	N/A		
CANTOR	Cantor Michael Kruk	Part-time	4.5
EDUCATOR	Rabbi Cookie Lea Olshein (Interim Religious School Director)		1.5
ASSISTANT EDUCATOR	N/A		
TEMPLE ADMINISTRATOR	Jennifer Green Baer	Full-time	3.5

PROGRAM DIRECTOR	N/A		
YOUTH WORKER	N/A		
EARLY CHILDHOOD EDUCATOR	N/A		
Bookkeeper	Clover Gilroy	Full-Time	3.5

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 do not currently have a regular performance review process.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	N/A		
TO RABBI(S)	Tamekia Graham	Part-time for the Rabbi – title is “Clergy and Administrative Assistant”	Almost 2 years
TO CANTOR(S)	N/A		
TO ADMINISTRATOR	Tamekia Graham	Part-time for the Temple Administrator – title is “Clergy and Administrative Assistant”	Almost 2 years

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	1 curriculum specialist/advisor	ART	N/A
PRIMARY	3	COMPUTER	N/A
INTERMEDIATE	1	DANCE	N/A
UPPER	1 (same as intermediate teacher)	DRAMA	N/A
BAR / BAT MITZVAH	2 tutors, plus Rabbi Olshein	HEBREW	Rabbi Olshein is the Hebrew and Music Specialist
HIGH SCHOOL / POST B'NAI MITZVAH	1 (same as intermediate teacher)	LEARNING CENTER	N/A
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	N/A
CUSTODIAL STAFF (specify full or part-time)	1 Full-time “Campus Supervisor,” Earnton Mosley		

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	3 dedicated; 2 additional spaces available/used
CHAPEL	N/A	ART ROOM	N/A
LIBRARY	Yes, called the “Media Center”	MUSIC ROOM	N/A – Rabbi Olshein goes into each classroom to teach music
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Currently used as a classroom
SANCTUARY / SOCIAL HALL	N/A	TEACHER RESOURCE CENTER	N/A

COMBINATION	
EDUCATOR'S OFFICE	Yes
COMPUTER ROOM	N/A
STUDENT LEARNING CENTER	N/A
OTHER (SPECIFY)	Two beautiful outdoor courtyards that can be used at the beginning of our school days (a church rents space from us on Sunday so space is shared from 10am-1pm)
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	N/A

AGE of BUILDINGS:	SANCTUARY	2010	SCHOOL	2011	OFFICE AREA	2011
<p>** FYI: Our current location was officially dedicated in 1953. Since then, our facilities have undergone numerous renovations throughout the years, resulting in our beautiful "brand-new-ish" looking facility. The dates provided are the dates of the most recent renovations. Additionally, our commercial kitchen was built from the ground up as of 2013, and our Social Hall was completed in 2015.</p>						

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	1923	and became a member of the URJ (UAHC) in	?????
The Shabbat prayer book used is	<i>Mishkan T'filah</i>		
The High Holy Day <i>machzor</i> used is	<i>Mishkan HaNefesh</i>		
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?

Harnessing the under-engaged current members and engaging the unaffiliated
 Education and Social Action
 Developing future leadership

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

Our proud history and hardworking, longtime, devoted congregants
 Commitment to social action and leadership in the community
 Beautiful state of the art facility on waterfront property

What are the strengths of your educational program?

We are responsive to the needs of our Religious School parents and are particular sensitive to interfaith and non-traditional families.
 Our school culture is characterized by loving and caring relationships between students and teachers (our students often do not want to leave at the end of school).
 Our parents view their children’s religious education as being different (and much more positive) than their own childhood experiences.

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

Open to implementing innovative ideas addressing the diverse needs of Temple Israel’s membership and the greater community.
 Great team player with clergy, lay leaders, professional staff, and teaching staff.
 Open to advocating for new approaches to education while being flexible and responsive to our community’s needs.

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

Grow the school and engage all Religious School families fully in the life of the synagogue.
 Creative use of limited economic and human resources.
 Promote religious school education as a central value within and outside the synagogue.

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

Integrating families into the life of the synagogue has been challenging in the past. We seek someone who will be intentional regarding planning ways to involve our families in our worship, commitment to social action, and social activities so they will become lifelong member of our community.

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

Membership-retain and increase
 Budget deficit
 Developing future lay leadership

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 ?	Our Rabbi is the Interim Religious School Director. She will relinquish the position when a new person starts.

VII. COMMUNITY ATTRACTIONS

General population of location	The population of West Palm Beach, Florida, was 110,222 in 2017, however, our synagogue draws members from all over northern Palm Beach County, including Palm Beach, North Palm Beach, Lake Park, Palm Beach Gardens, Royal Palm Beach, Singer Island, Riviera Beach, Palm Springs, Juno Beach, Hypoluxo, Lantana, Jupiter, Wellington, Lake Clarke Shores, Boynton Beach, Delray Beach, and Lake Worth.	Total Jewish population	A new Jewish population study will be released in January 2019, however, Palm Beach County, Florida, is generally considered “very Jewish.”
JEWISH INSTITUTIONS IN AREA	Morse Life Health System (Independent and Assisted Living, Memory Care Assisted Living, Home Health Care, Short-Term Rehabilitation, Long-Term Care, Care Management and Counseling Meals-on-Wheels and Homebound Mitzvah Program, PACE – Program for All-Inclusive Care for the Elderly)		
JCC	Two locations, one in Palm Beach Gardens and the other in Boynton Beach.		
Federation	Palm Beach County has two separate Federation entities: the “Jewish Federation of Palm Beach		

	County" (our local Federation) and the "Jewish Federation of South Palm Beach County" (focused on Boca down to the Broward County line).
Jewish Family Service	Alpert Jewish Family Service is located in northern Palm Beach County.
Central Jewish Education Agency	The Friedman Commission for Jewish Education has recently become a department of the "Jewish Federation of Palm Beach County."
Jewish Day School (which grades) ?	Meyer Preparatory Academy (K-8) is located in Palm Beach Gardens.
Other	N/A
Majority of members' children attend public school, private school, or Jewish day school ?	The majority of our members' children attend public schools.
Colleges, universities and music conservatories in the area include	Palm Beach State College (multiple campuses in Palm Beach County). Florida Atlantic University (main campus in Boca Raton; secondary campus in Jupiter). Keyser University. South College. Barry University (satellite campus). University of Phoenix. Strayer University. Lynn University (Boca Raton). Palm Beach Atlantic University (fundamentalist Christian college located in West Palm Beach).
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	<p>Palm Beach County has an abundance of arts-related activities available beginning with the Kravis Center (www.kravis.org) which brings in national and internationally-known performers. It houses the Palm Beach Opera, Palm Beach Ballet, Palm Beach Symphony, Kravis Center Pops, Kravis on Broadway, and the "Regional Arts Classical Concert Series." Further, Palm Beach houses the "Society of the Four Arts" (www.fourarts.org) which brings in internationally-known artists/writers. (Also, Temple Israel provides rehearsal space for the Young Apprentice Program of the Palm Beach Opera.) The Norton Museum of Art and Dramaworks are also located in West Palm Beach. (Boca Raton, Broward County, and Miami also have an abundance of cultural opportunities.)</p> <p>In addition to cultural opportunities, we are fortunate to have the Palm Beach Zoo, Lion Country Safari, and the Palm Beach Science Center close by, as well as a brand new major league spring training baseball sporting complex as well as year-round minor league baseball.</p> <p>Further south (although there is really very little reason to go south with all the wonderful opportunities we have here in Palm Beach County), both Fort Lauderdale and Miami have their own major performing arts venues.</p>

VIII. REMUNERATION

<p>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."</p>	
PROPOSED SALARY or SALARY RANGE	The maximum salary is \$35,000
Percentage of pension (RPB) in addition to salary (15% recommended)	N/A
Length of original contract (two years recommended)	One year agreement.

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	N/A	Moving Allowance	N/A	Books & Periodicals	N/A	Sabbatical	N/A
Major Medical Insurance	N/A	Professional Dues	N/A	Congregational Membership	Yes	Cell Phone	N/A
Dental Insurance	N/A	ARJE Conference	N/A	Religious School Tuition	Yes	Laptop Computer	N/A
Long Term Disability Insurance	N/A	URJ Biennial	N/A	Early Childhood Tuition	N/A	Israel Trips	N/A
		Regional URJ Gathering	N/A				

Other (please specify)

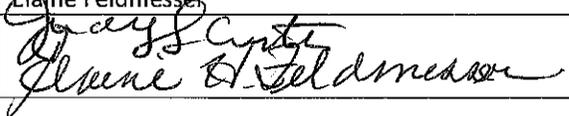
Social Security is required by Federal Law

Is this position being listed with any other professional placement service? Yes, www.JewishJobs.com

If "YES" please indicate which one and the title by which it is being listed Religious School Director – Part-time

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	Co-Presidents of Temple Israel of West Palm Beach, Judy Shuster and Elaine Feldmesser
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Peter Eckstein	POSITION	Religious School Director Search Committee Chair
STREET ADDRESS	7961 La Rose Court		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Lake Worth, FL 33467		
TELEPHONE NUMBER	(561) 704-2336	FAX	(561) 833-0571
E-MAIL	Peteck18@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Peter Eckstein – Religious School Director Search Committee Chair – peteck18@gmail.com			
Jennifer Green Baer – Temple Administrator - jennifer@temple-israel.com			

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

Our "Vision for Congregational Engagement" references the following areas of focus: Communal Worship, Life Cycle Events, Lifelong Learning, Israel Connections, In-reach and Outreach, Cultural Arts, Tikkun Olam (repairing the world), and Personal Growth. We believe our central purpose is to engage all generations in Jewish learning to become better human beings, committed to synagogue life, the Jewish community, Israel and *Tikkun Olam* - repairing the world.