



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 Sinai	DATE OF APPLICATION	12/3/18
STREET ADDRESS	458 Lakeside Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Stamford, Connecticut 06903		
TELEPHONE NUMBER	203-322-1649	FAX	203-329-7741
E-MAIL	info@templesinaistamford.org	WEBSITE	www.templesinaistamford.org
URJ DISTRICT	East	DATE POSITION IS AVAILABLE	July 1, 2019
POSITION TITLE	Director of Lifelong Learning	FULL or PART-TIME	Full 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 SINAI
STAMFORD, CONNECTICUT
JOB DESCRIPTION

TITLE: Director of Lifelong Learning

REPORTS TO: Rabbi – Performance reviews to occur in November and June with weekly supervision ongoing.

COMMITTEE INTERFACES: Torah Council VP, Community Education Committee (CEC), Religious School, B'nai Mitzvah

SUPERVISES: Teachers, Madrichim (assistants)

SUMMARY: The Director is integral to realizing Temple Sinai's vision of a vibrant Reform Jewish community rooted in Learning and Studying, Worshipping and Reflecting, and Instilling Jewish Values. The Director is most essentially a teacher of Torah. S/he is directly responsible for envisioning, implementing and supervising Jewish education programs for children, adults, parents and families. The Director should have a high degree of empathy, patience, enthusiasm and a true love of the Jewish people.

The Director of Lifelong Learning is a full-time, exempt position with a flexible work schedule.

DUTIES AND RESPONSIBILITIES:

Religious School

- ✧ Develop and maintain relationships with students, parents, *madrichim* and faculty
- ✧ Create, monitor, evaluate and improve curriculum for kindergarten through 10th grade classes with input from Rabbi, religious school committee and faculty
- ✧ Coordinate and manage all school-related communication between professional staff, administrative staff, faculty, parents and students
- ✧ Serve as first look at Temple Sinai to prospective members who may start with the Director rather than Rabbi (e.g. presenting the best image of the school and congregation, facilitating the next steps with staff and Membership Chairperson)
- ✧ Actively participate in all synagogue programming that may involve religious school families (e.g., Family Shabbat services, BBQs, Mitzvah Day, etc.)
- ✧ Coordinate Grade-Level Shabbat services and *Chavurot* Family Education programs with teachers and families
- ✧ Hire, supervise, support, evaluate and – when necessary – terminate school faculty, staff and/or *madrichim*
- ✧ Ensure acquisition of all necessary supplies, equipment, and curricular materials
- ✧ Prepare and oversee a budget in consultation with the Religious School Committee
- ✧ Remain highly visible, available and present during religious school and Hebrew school sessions for students and parents

B'nei Mitzvah

- ✧ Coordinate with Rabbi and Cantor all *B'nei Mitzvah* preparation
- ✧ Plan, execute and lead all educational and logistical aspects of an annual *b'nei mitzvah* family organizational meeting
- ✧ Coordinate Hebrew Curriculum with Rabbi, Cantor, tutors and faculty to ensure that students achieve curricular goals

Post-B'nei Mitzvah and NFTY Youth Group

- ✧ Administer and coordinate *madrachim* program
- ✧ Supervise Youth Director in programming
- ✧ Develop curriculum, manage staff, coordinate Schiff Tichon Sinai Confirmation Program
- ✧ Chaperone (or arrange supervision for) retreats for Tichon and SoSTY

Adult/Congregation Religious Education

- ✧ Coordinate Adult Education Program (i.e., liaison to instructors, payroll, oversee budget, plan excursions)
- ✧ Compile annual education offerings
- ✧ Teach a variety of adult education classes
- ✧ Co-Lead the Women's Study Group with Rabbi and Cantor
- ✧ Work with clergy and lay-people to bring speakers and special programs to the congregation

Other

- ✧ Stay abreast of education opportunities for staff (e.g., conferences, articles or exercises to increase effectiveness)
- ✧ Maintain Temple's social media presence
- ✧ Fulfill other duties that relate to day-to-day operations of Temple as they arise
- ✧ Write regular column for Temple bulletin
- ✧ Collaborate on the planning of the annual Men's and Women's retreats
- ✧ Set annual educational calendar with other Senior Staff

EDUCATION, SKILLS, AND EXPERIENCE:

- ✧ Ability to relate to learners of all ages and their families (and co-workers)
- ✧ Bachelor's degree from an accredited four-year college or university
- ✧ Expert in religious pedagogy
- ✧ High degree of comfort with Hebrew language (preferred)
- ✧ Master Teacher
- ✧ Office-based computer skills; familiarity with use of classroom technology
- ✧ Excellent communication skills
- ✧ Highly organized and detail-oriented
- ✧ Good management practices
- ✧ Ability to be proactive and take initiative
- ✧ Ability to maintain confidentiality and discretion, understanding sensitive issues and in accordance with the law and Temple policies

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	350	91	144	20
FIVE YEARS AGO	325	100	173	34
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	13	8	17	23	9	16	21	11	*	*	*		
OTHER (specify): * 25 total in grades 8, 9, and 10													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	*7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING	Yes		
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Many of our students attend URJ regional camps. Opportunities for Director to teach at Crane Lake and Eisner Camps.			

*private tutoring in grade 7

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:30-11:30	Monday and Wednesday 4-6	Sunday 11-12	N/A
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Yes	N/A
CAMP(CONGREGATION ONLY)			
OTHER (specify) Temple Sinai also offers for 6 th and 7 th graders as an alternative to weekly Sunday Religious School, a once a month family Shabbat morning program. Program was highlighted in EJewish Philanthropy: View article at http://ejewishphilanthropy.com/a-new-model-for-family-education/			

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	Jay TelRav	Full Time	6
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Micah Morgovsky	80%	11
EDUCATOR	Amy Ritell	Full Time	3
ASSISTANT EDUCATOR			
ADMINISTRATOR	Jayne Vasco	Both Full Time	19/13
SECRETARY/ASS'T	Shelly Welfeld		
PROGRAM DIRECTOR			
YOUTH WORKER	Erica Santiago	Part Time	5
EARLY CHILDHOOD EDUCATOR			
ORGANIST	Alex Ruvensteyn	Part Time	17

**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.**

The professional staff has a regular performance review each year based on goals and objectives. The Rabbi administers the performance reviews with input from the VP of Torah. In addition, the Rabbi provides weekly supervision.

SECRETARIES/ADMINISTRATIVE ASSISTANTS*	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)		
TO RABBI(S)		
TO CANTOR(S)		
TO ADMINSTRATOR		

* see professional staff

NUMBER OF TEACHERS *	SPECIALISTS
COORDINATORS / DEPARTMENT HEADS	ART
PRIMARY	COMPUTER
INTERMEDIATE	DANCE
UPPER	DRAMA
BAR / BAT MITZVAH	HEBREW
HIGH SCHOOL / POST B'NAI MITZVAH	LEARNING CENTER
ARE THERE ANY FULL-TIME TEACHERS ?	LIBRARIAN
CUSTODIAL STAFF (specify full or part-time)	

*Total of 11 teachers, 4 of whom teach Hebrew

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	9
CHAPEL	Yes	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	Yes
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	No
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No

OTHER (SPECIFY)

IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?

Space is shared by JCC Nursery School but never when TS School operates.

AGE of BUILDINGS: SANCTUARY 1964 SCHOOL OFFICE AREA

School and office area also built in 1964 with subsequent additions- some this year.

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	1954	and became a member of the URJ (UAHC) in	1954
The Shabbat prayer book used is	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used is	Mishkan NaHefesh		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

- 1) The development of a true, religiously-based, second family
- 2) To make and maintain a center for prayer, learning, growth, volunteerism and social connections
- 3) To make a positive impact and change the lives of those who join our community.

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

We have two dynamic and responsive clergy; a diverse community of congregants who are extremely supportive of one another and highly engaged in social action within the Stamford community; comprehensive and innovative music programs; committed and active lay leadership; promote inclusion of the LGBTQ community

What are the strengths of your educational program?

We are blessed to have supportive and engaged families. Our students are positively inclined towards their Jewish identity; strong culture of cross-generational learning; committed and innovative teaching staff; several forms of individualized instruction for students with different needs; supportive and engaged lay leadership; a community supportive of experimentation and change; teachers with national reputation

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

- 1) A willingness to search out, develop and innovate new educational ideas for the congregation, knowing that experimentation is a part of our culture
- 2) A warm and engaging personality and sensitivity to the needs of students, parents, adult learners and faculty
- 3) Ability to work collaboratively with professional staff and lay leadership

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

- 1) Create and inspiring educational experience for learners of all ages reflective of the needs of the 21st century Reform Jewish community
- 2) Uphold and enhance the culture of excitement and joyful learning that leads to the development of strong Jewish identity
- 3) Step into the role of senior staff and serve our congregation alongside the Rabbi and Cantor as a dynamic leader

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

Temple Sinai is a growing and vibrant congregation with a high tolerance for experimentation. It is recognized in the larger Stamford community as a place of excellence. The religious school and adult educational programs are an important attraction to new members so much so that the core of Temple Sinai's mission statement is "Growth Happens Here."

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

- 1) Responding to the expectations of tomorrow's young families in a way that keeps Judaism relevant to their lives
- 2) Strengthening the congregation's commitment to lifelong learning
- 3) Ability to continue to grow membership of Temple Sinai in the face of countervailing cultural trends

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	131,000	Total Jewish population	10,000
JEWISH INSTITUTIONS IN AREA			
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Yes, Grades K-12		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	UConn Stamford Campus, Norwalk Community College, Stamford branches of University of Bridgeport and Sacred Heart University		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Stamford Symphony, Palace Theatre (Stamford Center for the Arts), Curtain Call, Stamford Museum and Nature Center, Bartlett Arboretum, Mill River Park, Stamford Youth Orchestra, and All School Musical.		

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	\$90,000-110,000
Percentage of pension (RPB) in addition to salary (15% recommended)	12%
Length of original contract (two years recommended)	3 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	No	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	Yes
Dental Insurance	No	ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	No
Long Term Disability Insurance	Yes	URJ Biennial	Yes	Early Childhood Tuition	No	Israel Trips	No
		Regional URJ Gathering	Yes				
Other (please specify)	Professional dues, ARJE Conference, URJ Biennial and Regional URJ Gathering- total not to exceed \$2,500						

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	Jewish Jobs

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	
Signature	Nan P. Gordon, Co-Chair Educator Search Committee

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Nan Gordon	POSITION	Co-Chair Educator Search Committee
STREET ADDRESS	181 Turn of River Rd. #2		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Stamford, Connecticut 06905		
TELEPHONE NUMBER	203-321-0856	FAX	N/A
E-MAIL	Ngordon819@aol.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
jayne@templesinaistamford.org			
Ngordon819@aol.com			

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Wendy Lewis	POSITION	Co-Chair Educator Search Committee
STREET ADDRESS	64 Woodbine Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Stamford, Connecticut 06903		
TELEPHONE NUMBER	203-219-1473	FAX	N/A
E-MAIL	wl_lewis@yahoo.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

Temple Sinai is a progressive, Reform Jewish congregation dedicated to the spiritual, social and intellectual development of our members through engaging worship, community involvement and inspiring learning within a caring, responsive and inclusive extended family. *Growth Happens Here.*