



The Association of Reform Jewish Educators
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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 Emanu-El B'ne Jeshurun	DATE OF APPLICATION	01/10/2019
STREET ADDRESS	2020 West Brown Deer Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Milwaukee, Wisconsin 53217		
TELEPHONE NUMBER	414-228-7545	FAX	414-247-1542
E-MAIL	rabbi@ceebj.org	WEBSITE	www.ceebj.org
URJ DISTRICT	Central	DATE POSITION IS AVAILA- BLE	July 1, 2019
POSITION TITLE	Director of Lifelong Learning	FULL or PART- TIME	Full

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

Our congregation's Director of Lifelong Learning will provide leadership and direction for all of our congregation's educational programming for learners of all ages as well as helping us envision our educational direction for the future. This includes direct responsibility for our congregation's religious school, youth activities, adult education, and family programming. Our Director of Lifelong Learning will work closely with our Lifelong Learning Committee, senior staff, and faculty specifically in the following areas of responsibility:

1. As a teacher, inspiring all of us to engage in Jewish learning while serving as a Judaic resource and guide from cradle to grave. Such would also include time on faculty each summer at Olin-Sang-Ruby Union Institute.
2. As an administrator, directing and supervising our educational activities including appropriate budgeting, asset management, record keeping, and curriculum and resource development. Such also includes life cycle activities associated with the educational program such as Consecration and special events such as retreats and scholars-in-residence where the expertise and planning of the Director of Lifelong Learning will be vital.
3. As a mentor and team builder, setting the tone in building a team among our religious school faculty by finding, supervising, and inspiring and supporting those who can become the best teachers.
4. As a communicator, communicating with parents, students, faculty, and congregants as appropriate. We also want our Director of Lifelong Learning to be a welcoming presence as students and parents arrive and leave religious school each day just as we want our Director of Lifelong Learning to work closely with all of our professional staff in outreach and engagement bringing people of all ages into congregational life.
5. As an educator in the community, participating in local, regional, and national organizations which benefit both the congregation and the community through particular competence in Jewish education.
6. As a member of the professional staff under the direction of the rabbi, working collaboratively with all congregational leaders and members in building on tradition while incorporating new ideas and programs.
7. As a student, taking classes and seminars that will update and improve skills and concepts while also learning Torah l'shema.
8. As a person, taking the time for family and to maintain health of body and mind.

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	516	48	83	18
FIVE YEARS AGO	475	67	97	16
FUTURE DEMOGRAPHIC PROJECTIONS ARE		We project a modest growth in the number of our students based on the number of younger families with children up to age 4.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
	7	9	6	8	7	10	10	13	4	3	6	0	0
OTHER (specify):		Some of our B'nai Mitzvah are for children from the Milwaukee Jewish Day School who are congregants but not in our religious school. A growing number of our families send their children to day school.											

		PARENTS' DAY OUT			A number of special programs and services coordinated through our Director of Life-long Learning including Temple Tots, Totpa-looza, and Family Holiday Workshops.
DAY CARE	None			EARLY CHILDHOOD	
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	We have adult education and family educational programming including Anshe Mitzvah (2-year adult B'nai Mitzvah program), scholars-in-residence, Lunch and Learns, a weekly women's Torah study and a weekly Shabbat Morning Study Minyan.			JEWISH PARENTING PROGRAMMING	See Early Childhood above
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Olin-Sang-Ruby Union Institute, Oconomowoc, Wisconsin					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday mornings 9:30 – 11:30 are scheduled for Pre-K – 9 th grade	Religious school on Wednesday from 4:20 – 6:20 focuses on Hebrew for grades 3-6.	Confirmation (Kabbalat Torah) meets Sunday evenings from 7-8 this year with the rabbis, but it varies each year.	
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Activities and programs scheduled throughout the year.	
CAMP (CONGREGATION ONLY)			
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	Marc E. Berkson	Full	19.5

ASSOCIATE RABBI	Toba Schaller	Full	2.5
ASSISTANT RABBI			
CANTOR	David M. Barash	Full	17.5
EDUCATOR	Toba Schaller	Full	2.5
ASSISTANT EDUCATOR			
ADMINISTRATOR	Andrew Appel	Full	1.5
PROGRAM DIRECTOR			
YOUTH WORKER	Marissa Steinhofer	Part-time and shared with two other URJ congregations	
EARLY CHILDHOOD EDUCATOR			
MEMBER SERVICES	Margie Stein	Part-time	9.5
BOOKKEEPER	Rick Fox	Full	18
DIRECTOR OF SECURITY	M'Johno Foster	Full	Just started

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 currently use a staff review process that follows URJ guidelines. Our Values-Based Annual Review process includes an annual written self-assessment by the Director of Lifelong Learning as well as an annual written review by a team consisting of the Senior Rabbi, Board President, a Human Resource-trained congregant and the Lifelong Learning Chair. The self-assessment includes competencies, skills and knowledge for five roles: administrator, teacher, curriculum/resource developer, communicator, and mentor/team-builder. It also includes reflections about strengths, accomplishments, areas for growth during the past year, and goals for the future. The annual written review by the review committee is based on data gathered from staff, chairs of the Youth and Adult Learning subcommittees, parents, and congregants. The written review includes feedback on the same five competency roles, ending in opportunities for growth and improvement suggestions. In addition to the annual formal review, there are informal discussions with staff, committee chairs, Brotherhood and Women of Emanu-El presidents concerning educational programming, areas of collaboration, strengths of the DLL and areas for future growth and work that are shared with the Director of Lifelong Learning.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Full (shared with Executive Director)	4.5
TO RABBI(S)	1	Full (shared with Cantor)	15
TO CANTOR(S)	-	See above	-
TO ADMINSTRATOR	1	Full (Administrative)	30

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

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	10
CHAPEL	No	ART ROOM	No
LIBRARY	Yes	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No

OTHER (SPECIFY)	Lounge
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	

AGE of BUILDINGS:	SANCTUARY	9	SCHOOL	21	OFFICE AREA	21 (remodeled 9 years ago)
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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.

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1856	and became a member of the URJ (UAHC) in	1874
The Shabbat prayer book used is	Mishkan T'filah		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefest		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

Our former mission statement reflects the primary goals of our congregation with these words: Congregation Emanu-El B'ne Jeshurun is dedicated to advancing life-long involvement in Judaism. A focal point of Reform Jewish life centered upon mitzvot, study of Torah, and worship of God, Emanu-El B'ne Jeshurun seeks to provide its members with spiritual fulfillment through kedusha (holiness), kehilla (community), with a broad array of educational opportunities for serious Jewish learning (Torah l'shema), and with an ongoing commitment to social justice and leadership in the Jewish community, in the larger Milwaukee community, and in the healing of our still battered and broken world (tikkun olam).

Our current mission statement condenses these goals as follows:

We are a vibrant spiritual home and place of learning where all individuals can deepen their Jewish identity, engage with our community and give back to our world.

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

Our congregation's strengths grow out of the above goals. Our commitment to lifelong learning is reflected in our strong religious school staffed by veteran and committed educators and teachers who enjoy teaching and gain satisfaction from sharing their knowledge and experience with others. Our worship is warm and joyous, musical and participatory—in a sacred space which is so conducive to both community and to a sense of holiness. As a reflection of our historic and profound commitment to social action, our congregation has long been involved in serious interfaith dialogue and in addressing some of the major challenges facing the larger Milwaukee community. [Please click here to view a short testimonial video from some of our members](#)

What are the strengths of your educational program?

Our teachers are the strength and life of our educational programs along with the profound involvement of both our rabbi and our cantor and the deepening involvement of our parents.

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

We hope to find someone with a passion for Torah, a love of teaching, and a delight in working with others, particularly with children, who can excite, inspire and energize. In addition we want someone with strong administrative skills along with a desire and ability to be a communicator and connector on a variety of platforms.

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

We seek a Director of Lifelong Learning who will primarily direct his/her energies and talents to: 1) guiding and evaluating curriculum development; 2) finding and supporting those who are or can become the best teachers; and 3) ushering younger families into congregational life as s/he inspires our children and their families to love Jewish learning.

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

Our congregation and our Jewish community face an exciting transition in leadership and membership. While our congregation is old historically and has many member units whose roots in the congregation go back four or five generations, a third of our congregational members have joined within the last seven years. This change presents great opportunities for new activities and collaborative programs.

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

This answer continues the previous ones. Our primary issues over the next five years will be in bringing new and younger Jews into congregational life; creating collaborative and challenging programs and activities with other congregations and organizations in the community; and utilizing new forms of communication and social networking to help build community.

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	Milwaukee proper has approximately 600,000 people with the metropolitan area of approximately 1.6 million	Total Jewish population	25,000
JEWISH INSTITUTIONS IN AREA	12 congregations including 4 URJ congregations		
JCC	Yes		
Federation	Yes		
Jewish Family Service	Yes		

Central Jewish Education Agency	Yes
Jewish Day School (which grades) ?	5 Jewish day schools, 4 Orthodox (K4-8, K5-8, girls 9-12 and boys 9-12) and 1 community (K4-8)
Other	While Milwaukee is a medium-size Jewish community in a medium-size city, both the Jewish community and the city provide an amazing number of opportunities for study and for community involvement. And the size of both communities provides accessibility to all these opportunities one could not find in a larger setting. A full array of Jewish organizations exists within the community and engenders a sense of friendliness and cooperativeness across the various streams of Jewish life.
Majority of members' children attend public school, private school, or Jewish day school ?	Public
Colleges, universities and music conservatories in the area include	University of Wisconsin—Milwaukee (which also has a growing Center for Jewish Studies), Marquette University, Cardinal Stritch University, Concordia University, Alverno College, and several others.
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	A superb arts community which supports a symphony, an opera company, a ballet company, numerous national and local theater and concert venues, and several museums (including three art museums, a public museum emphasizing history and natural science, a children's museum, a Jewish museum, and even a Harley-Davidson museum). Milwaukee also supports major league baseball and basketball teams with our NFL football team within driving distance along with minor league ice hockey and soccer teams; an Olympic ice and speed skating facility; many bike paths and parks encouraging outdoor activities in all seasons; and a downtown that is thriving and undergoing continual building and re-development.

IX. REMUNERATION

<p>INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "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."</p>	
PROPOSED SALARY or SALARY RANGE	\$70,000
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	X	Moving Allowance	X	Books & Periodicals		Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	X
Dental Insurance	X	ARJE Conference	X	Religious School Tuition	X	Laptop Computer	X

Long Term Disability Insurance	X	URJ Biennial		Early Childhood Tuition		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?	Yes – CCAR
If “YES” please indicate which one and the title by which it is being listed	Rabbi/Director of Lifelong Learning with CCAR

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 ARJE.
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	Marc E. Berkson, Rabbi
Signature	

CHAIRPERSONS OF THE EDUCATOR SEARCH COMMITTEE

NAME	Sherry Malmon	POSITION	Vice President on the Board Chair of Lifelong Learning Committees
STREET ADDRESS	2607 W. Lake Isle Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Mequon, WI 53092		
TELEPHONE NUMBER	262-242-1428	FAX	
E-MAIL	sherrymalmon@yahoo.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Rabbi Marc E. Berkson, rabbi@ceebj.org Sherry Malmon, sherrymalmon@yahoo.com			

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

We are a vibrant spiritual home and place of learning where all individuals can deepen their Jewish identity, engage with our community and give back to our world.