



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	Stephen Wise Free Synagogue	DATE OF APPLICATION	3/1/19
STREET ADDRESS	30 West 68 Street		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	New York, NY 10023		
TELEPHONE NUMBER	212-877-4050	FAX	
E-MAIL	rrifkin@swfs.org	WEBSITE	www.swfs.org
URJ DISTRICT		DATE POSITION IS AVAILABLE	July 1, 2019
POSITION TITLE	Religious School Assistant Director	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

Job Summary:

The Religious School Assistant Director (RS AD) will work closely with other members of the Religious School and Teen staff in overseeing and implementing the day-to-day logistics of our school program. The RS AD will supervise teachers through observations and faculty meetings, manage the Hebrew curriculum and its implementation, organize family programs and serve as staff at Shabbat and holiday programming. The RS AD will be a vital member of the education team and will have many opportunities for professional learning and growth.

Job Responsibilities:

The Religious School Assistant Director's position will include the following responsibilities:

- Manage Religious School daily schedules on regular and special days
- Supervise Religious School teachers and assist in their hiring
- Manage logistics and implementation of the Hebrew curriculum
- Hire and secure substitute teachers
- Create and maintain class lists
- Work with Director of Education to develop and run family programs
- Work with Director of Education to review and revise grade level curriculum
- Teach at least one 6/7 grade chug during the year
- Create and send monthly grade level newsletters
- Build relationships with students and parents
- Serve as staff at various family shabbat programs, bnai mitzvah services, and during high holy days
- Other tasks as determined by the Director of Education

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	803		322	43
FIVE YEARS AGO	757		333	36
FUTURE DEMOGRAPHIC PROJECTIONS ARE Holding steady				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
6	8	23	23	44	54	58	42	52					
OTHER (specify): Madrichim (Gr8-12): 23; Out of House Tutoring: 12;													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	70
OTHER (specify):			

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	n/a
ADULT PROGRAMMING	Various	JEWISH PARENTING PROGRAMMING			
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	15				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sun/Mon/Tues/Wed		n/a	n/a
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Mon-Fri	n/a	Shabbatot and other times	
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	Ammiel Hirsch	Full	15
ASSOCIATE RABBI	Samantha Natov	Full	4
ASSISTANT RABBI			
CANTOR	Daniel Singer	Full	12
EDUCATOR	Rena Rifkin	Full	3
ASSISTANT EDUCATOR			
ADMINISTRATOR	Sandra Divack Moss	Full	10
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR	Miriam Kalmar		1 year as director/11 years as assistant director

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.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Full	5
TO RABBI(S)	1	Full	6
TO CANTOR(S)	Same as Rabbi		
TO ADMINSTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	2-3	ART	n/a
GrK-2	5-6	COMPUTER	n/a
Gr3-5	12	DANCE	n/a
Gr6-7	8-10	DRAMA	n/a
BAR / BAT MITZVAH TUTORS	2-3	HEBREW	8
HIGH SCHOOL / POST B'NAI MITZVAH	n/a	LEARNING CENTER	n/a
ARE THERE ANY FULL-TIME TEACHERS ?	no	LIBRARIAN	n/a
CUSTODIAL STAFF (specify full or part-time)	6 (mixed full and parttime)		

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	10
CHAPEL	n/a	ART ROOM	n/a
LIBRARY	2	MUSIC ROOM	n/a
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	n/a
SANCTUARY / SOCIAL HALL COMBINATION	n/a	TEACHER RESOURCE CENTER	n/a
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	n/a
		STUDENT LEARNING CENTER	n/a
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? YES			

AGE of BUILDINGS:	SANCTUARY	Built	SCHOOL	sa	OFFICE AREA	same
		1949		me		

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	1096	and became a member of the URJ (UAHC) in	
The Shabbat prayer book used is	Mishkan Tefilah		
The High Holy Day <i>machzor</i> used is	Mishkan HaNefesh		
Has the Religious School received ARJE Accreditation ?	Will start process in 2019-2020	If yes, in what year ?	

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

We aim to support Jewish life broadly by offering many different possibilities for Jewish engagement through music, study, prayer, community gathering, social action initiatives, and connection with Israel.

We strive to deepen Jewish identity through promoting Jewish teachings and spiritual experiences.

We strive to provide a spiritual home for people throughout their entire lives.

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

Our staff and clergy are smart, thoughtful and hardworking people. We have clearly defined roles for lay leaders and synagogue staff that promote healthy relationships.

What are the strengths of your educational program?

We offer a wide variety of programs for learners to engage with Judaism. We recognize that one-size-fits-all is not a healthy approach and try to offer options to fit the needs and interests of our community members.

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

Passionate about Jewish education

Hardworking and committed to excellence

Relates to parents and students and teachers

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

Building relationships with teachers, students and parents

Ensuring that our school is well organized and runs smoothly to ensure the best experience for all stakeholders

Helping faculty to improve their skill sets

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

Our synagogue is a fast-paced and dynamic work environment that requires all our staff be efficient, hardworking and passionate.

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

Growing our community

Continuing to innovate and offer new options for our school

Building a strong teen program

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	n/a
On what date will the current educator relinquish his/her position ?	Assistant Director left mid-year

VII. COMMUNITY ATTRACTIONS

General population of location	Urban/New York City!	Total Jewish population
JEWISH INSTITUTIONS IN AREA		
JCC	Yes	
Federation	Yes	
Jewish Family Service	Yes	
Central Jewish Education Agency	Yes	
Jewish Day School (which grades) ?	Various in the neighborhood	
Other	We are located on the upper west side of Manhattan with numerous other synagogues and Jewish institutions nearby.	
Majority of members' children attend public school, private school, or Jewish day school ?	Our students are mixed between public and private schools	

Colleges, universities and music conservatories in the area include	Columbia, Barnard, Hunter, NYU, etc
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Everything you can imagine! We are around the corner from Lincoln Center and a few stops from the theater district.

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	\$60,000-70,000
Percentage of pension (RPB) in addition to salary (15% recommended)	403b available at employee's expense
Length of original contract (two years recommended)	2 year letter of hire optional

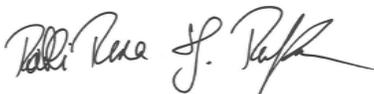
STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Y	Moving Allowance	N	Books & Periodicals	N	Sabbatical	N
Major Medical Insurance	Y	Professional Dues	Y	Congregational Membership	Y	Cell Phone	N
Dental Insurance	N	ARJE Conference	Maybe	Religious School Tuition	Y	Laptop Computer	N
Long Term Disability Insurance	Y	URJ Biennial	Maybe	Early Childhood Tuition	N	Israel Trips	N
		Regional URJ Gathering	Maybe				
Other (please specify)	We will cover one professional development conference per year which will be determined by the Educator and the RS AD.						

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	Rabbi Rena Rifkin, Director of Education
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	n/a	POSITION	
STREET ADDRESS			
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE			
TELEPHONE NUMBER		FAX	
E-MAIL			
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
rrifkin@swfs.org ; religiousschool@swfs.org			

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

Stephen Wise Free Synagogue is looking to hire a Religious School Assistant Director, beginning July 1, 2019.

About Stephen Wise Free Synagogue of (New York, NY)

A vibrant Reform congregation on Manhattan's Upper West Side, [Stephen Wise Free Synagogue](#) has served as a catalyst for progressive Jewish thought, committed social action in the local community and beyond, and support for Israel for more than 100 years. Our congregation has roughly 800 family units from all over New York City. We are an intimate, dynamic and warm community that is always working to serve not only our members but the entirety of New York City.

Our multi-faceted Religious School strives to be innovative and engaging. We work to ensure that our classrooms are rich in content and community, and that our family programs are hands-on learning opportunities. Our families are committed to deepening their Jewish identities.

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- Other tasks as determined by the Director of Education

The Ideal Candidate will have:

- A bachelor's and/or master's degree in a related field
- Experience working with children ages 5-13
- Some experience or interest in curriculum writing
- A passion for Jewish education and synagogues
- An interest in growing as a Jewish educator

Package and Benefits:

- Salary: \$60,000-70,000 (determined by experience)
- Health Insurance, Life Insurance, Long-Term Disability for individual
- Professional Development allowance and dues
- Paid vacation, Sick days, Family leave