



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 Beth Abraham	DATE OF APPLICATION	
STREET ADDRESS	25 Leroy Ave		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Tarrytown, NY 10591		
TELEPHONE NUMBER	914-631-1770	FAX	(914) 631-7872
E-MAIL	boardofed@tba-ny.org	WEBSITE	www.tba.org
URJ DISTRICT	Westchester-Greenwich	DATE POSITION IS AVAILABLE	July 1, 2019
POSITION TITLE	Religious School 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.

X **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 Beth Abraham
Job Description
Director of Education**

Temple Beth Abraham (TBA) is an egalitarian congregation in an area with a rapidly growing Jewish population – Westchester County, just north of New York City. We have about 170 students in pre-K through grade 12, and our Religious School has been recognized for its innovative learning environment. We welcome students with all ranges of learning abilities, with innovative support programs for those with special needs.

We are committed to hiring a dynamic and resourceful leader who will maintain our commitment to a vibrant, collaborative, and individualized program.

STATEMENT OF JOB PURPOSE

Our ideal candidate will enhance and continue to develop our vibrant curriculum that provides a rich variety of Jewish language, cultural, and experiential learning programs. Our Director will guide us in our commitment to following best practices of Jewish learning while remaining relevant to today's students and families. The Director also will closely collaborate with faculty, students, parents, clergy and lay leaders to foster a learning environment that is nurturing and creates a path to lifelong Jewish learning. We provide a unique Jewish learning environment because we worship in both the Reform and Conservative traditions.

DUTIES AND RESPONSIBILITIES

School Administration

- Champions an inclusive, creative and dynamic, learning-rich religious school environment that promotes student engagement.
- Develops strategy to increase enrollment; works closely with Board of Education, other temple committees and outside Jewish organization to execute that strategy.
- Collaborates with teachers to create an inclusive, creative and dynamic educational environment that addresses the needs of our community.
- In collaboration with temple staff and lay leaders, recruits, selects, trains, assigns, and evaluates professional teaching staff (and teacher aides).
- Oversees distribution of formal, written progress reports for each student twice a year.
- Supervises, mentors, and evaluates the Youth Group Director, Pre-K Special Program Coordinator, Online and Madregot program leader.
- Teaches occasional classes or activities as needed or appropriate.
- Leads teaching staff meetings and participates in Board of Education meetings. Works with other committees, as appropriate.
- Ensures a smooth and efficient registration process.

Curriculum

- Collaborates with teachers, senior staff, the Board of Education, and temple lay leadership to develop a shared vision that defines and actualizes TBA's educational goals and philosophy.
- Works with teachers, senior staff, the Board of Education, and temple lay leadership to implement, evaluate and develop (where necessary) new curricula and programs to support Temple Beth Abraham's educational goals.
- Incorporates developmentally appropriate best practices and a range of learning mediums and modalities into curricula, including b'nei mitzvah preparation, family programs and more.

- Incorporates Reform Jewish philosophy and practice into curricula, with consideration of the philosophy and practice of Conservative members as well.
- Works closely with parents and appropriate teachers to develop individualized plans for students with learning differences.
- Publicizes availability of customized learning programs for students with special needs.

Financial Oversight

- Develops, recommends and manages the school's annual budget for the Board of Education's review and the Board of Trustees' and Congregation's approval. This includes all special programs and related activities.
- Prepares monthly financial reports to Board of Education
- Participates in and develops fundraising activities as needed/required.

Establishes Policy with Board of Education

- Identifies short- and long-term issues that affect the school and provides information, reports, and commentary pertinent to the Board's consideration.
- At Board meetings and when needed, presents options and recommendations for courses of action, especially where specific curriculum changes or school policies are involved. Remains accessible to answer questions and requests for action.

Communication

- Uses various methods to connect with all segments of our community (staff, students, parents, clergy and lay leadership) to engage in internal and external outreach. Employs any appropriate communication vehicles (including social media, congregational bulletin, religious school emails, fliers) to publicize school events and educational opportunities.
- Prepares column for Temple's monthly Bulletin and contributes a monthly blog post to the Temple's website.

Membership & Outreach

- Identifies and anticipates trends and expectations of membership. Evaluates options for religious school to address these trends.
- Actively reaches out to prospective congregants and new members, and collaborates with the Member Services lay leaders to understand the changing needs of the membership. Takes appropriate action to address these needs.
- Identifies and anticipates trends and expectations of membership. Evaluates options for religious school to address these trends, and brings back to the Board of Education for consideration.
- Works with TBA groups and community organizations on events and programs.

Professional Development

- Actively participates in, and affiliates with, local and national Jewish educational organizations, including the Westchester Association of Temple Educators (WATE) and the Association of Reform Jewish Educators (ARJE), and attends related meetings and conferences when possible.
- Seeks out and communicates opportunities for staff development. Provides meaningful teacher training and staff development programming and mentoring/leadership development for teaching assistants.

QUALIFICATIONS

The ideal candidate:

- Will embrace working in a collaborative environment with all TBA constituencies.
- Has an advanced degree in education, religious education, school administration, or related discipline; background running a Jewish religious education program preferred.
- Has at least 5 years demonstrated progressively responsible experience in classroom teaching and school administration (preferred).

- Can effectively develop, communicate and implement overall vision and specific programming.
- Ability to effectively, appropriately, and compassionately communicate with elementary through high school students, as well as parents, other congregants, and clergy.
- Possesses exceptional verbal and written communication skills to engage meaningfully and regularly with students, their parents, faculty, other congregants, and clergy.
- Is comfortable using social media and other digital tools to publicize and market school.
- Can skillfully set priorities and manage multiple tasks.
- Is proficient in Hebrew reading, and has at least some proficiency in Hebrew language. Familiar with a variety of methodologies for teaching Hebrew reading.

OTHER

Salary is competitive and commensurate with experience. Comprehensive background check required. Board of Education and TBA Board of Trustees approval required prior to an offer being finalized.

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	400	115	170	25
FIVE YEARS AGO	400	160	251	35
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
8	6	4	16	20	28	17	16	18	13	0	1	10	13
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	2	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Yes	JEWISH PARENTING PROGRAMMING			
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Eisner and Crane Lake					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 9:00 – 11:00 am	Mon/Wed 4:30 – 6:30 pm	Monday 6:15 – 8:15 pm	Monday 6:15 – 8:15 pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Various times throughout 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	David Holtz	Full	26
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Margot Goldberg	Full	25
EDUCATOR	Felice Miller Baritz	Interim	Interim
ASSISTANT EDUCATOR			
ADMINISTRATOR	Stuart Skolnick	Full	6
PROGRAM DIRECTOR			
YOUTH WORKER	Stessa Peers	Part	3
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.

Yes, the educator will undergo an annual performance review process. The congregation recently formed a Human Resources Committee, and that group is working to outline a full review process for staff members.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Alix Mellis Brown	Part, shared with Administrator	
TO RABBI(S)	Irene Metz	Full, shared with Cantor	
TO CANTOR(S)	Irene Metz	Full, shared with Rabbi	
TO ADMINSTRATOR	Alix Mellis Brown and Stacey Notrica	Part, shared with Educator	

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	
PRIMARY		COMPUTER	
INTERMEDIATE	14	DANCE	
UPPER		DRAMA	
BAR / BAT MITZVAH		HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH		LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)		1 full time, 1 part time	

There is also a music specialist and two special needs teachers. Some of the 14 total teachers teach in more than one category (primary, intermediate and/or upper).

IV. FACILITIES

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

AGE of BUILDINGS:	SANCTUARY	64	SCHOOL	64	OFFICE AREA	64
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Sanctuary was renovated in 2012. Construction to begin late Fall 2019 on major renovation to many parts of the building.

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	1899	and became a member of the URJ (UAHC) in	Exact date unknown
The Shabbat prayer book used is	Mishkan T'Filah and Siddur Sim Shalom		
The High Holy Day <i>machzor</i> used is	Gates of Repentance/Mishkan HaNefesh, Machzor Lev Shalem		
Has the Religious School received ARJE Accreditation ?		If yes, in what year ?	

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

1. To provide our members with opportunities to create meaningful connections to God, Torah, the Jewish People and our surrounding communities.
2. To embrace all who come through our doors with warmth and caring, with an openness to diversity and a commitment to the dignity of each person in our midst.
3. We believe in connections to God and to our neighbor, to the timeless wisdom of Torah and the urgency of contemporary debate, to learning and friendship at all stages of life. We use our hearts, minds and hands to fulfill in modern times the ancient prophetic call to Tikkun Olam.

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

We are a vibrant, diverse and inclusive congregation that practices both Reform and Conservative traditions under the leadership of a stable and well-respected clergy team. We have thriving and innovative B'nei Mitzvah and Religious School programs, a strong and active adult education program, and a far-reaching Tikkun Olam program. We have instituted an innovative system of voluntary contributions instead of traditional dues that allows greater access to our synagogue.

What are the strengths of your educational program?

Collaborative, creative, interactive, and dynamic curriculum for pre-K to 12th grade. Exceptional faculty and high level of family involvement. Developmentally appropriate hands-on mitzvah project program. Well-developed K-12 program for special needs students of all abilities. Focus on Israel through curriculum and programming. Online learning component available to some students in grades 4-5.

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

Collaborative, Innovative, Detail oriented

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

1. Adapting the religious school program to the evolving modern Jewish family.
2. Collaborate with teachers to create and deliver an exciting and engaging curriculum at all grade levels.
3. Retention and Recruitment of Religious School students.

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

Our congregation has been in existence for more than 110 years, and we are modern in our embrace of all Jewish people, including interfaith families, people of all ages and abilities, LGBTQ members and all those who want to learn and worship at TBA.

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

1. Outreach to the many newly relocated families in the areas
2. Retention of Post B'nei Mitzvah students and families
3. Financial responsibility as we continue to adjust to a model of voluntary contributions instead of dues.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes
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On what date will the current educator relinquish his/her position ?	June 30, 2019
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VII. COMMUNITY ATTRACTIONS

General population of location	980,000	Total Jewish population	136,000
JEWISH INSTITUTIONS IN AREA	Many synagogues. Westchester Jewish Council, Rivertowns Jewish Consortium		
JCC	Shames JCC on the Hudson in Tarrytown		
Federation	UJA Federation of New York		
Jewish Family Service	Westchester Jewish Community Services		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Solomon Schechter School of Westchester, Upper School (6-12) in Hartsdale, Lower School (K-5) in White Plains		
Other	Tarrytown is a vibrant village in west-central Westchester, along the Hudson River. The majority of the members reside in the villages of Tarrytown, Irvington, Ardsley, Dobbs Ferry, Hartsdale, and Sleepy Hollow, with most of the remainder coming from Briarcliff Manor, Valhalla, and Ossining.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public School		
Colleges, universities and music conservatories in the area include	Colleges in Westchester County include Iona College, Manhattanville College, Mercy College, New York Medical College, Pace University, State University of New York at Purchase, Sarah Lawrence College, and Westchester Community College.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	<p>Local music, theater, and film venues include the Tarrytown Music Hall, Irvington Town Hall Theater, the Jazz Forum in Tarrytown, The Performing Arts Center at Purchase College, The Caramoor Center for Music and the Arts, and the Jacob Burns Film Center.</p> <p>The immediate vicinity is home to several historic homes, such as Kykuit (Rockefeller family estate), Lyndhurst, Sunnyside (home of Washington Irving), and Phillipsburg Manor.</p> <p>Local museums include the Neuberger Museum of Art at Purchase College, the Katonah Museum of Art, and the Westchester Children's Museum in Rye.</p> <p>Westchester is also home to the Westchester Jazz Orchestra in Chappaqua and the Westchester Philharmonic in White Plains.</p> <p>For biking, hiking and running, there is the nearby 1,400 acre Rockefeller State Park and Preserve, the North County Trailway, and trails around the Hudson River.</p> <p>Tarrytown is a 35 minute train ride to Grand Central Station in midtown Manhattan, home to Broadway, Lincoln Center, and many of the nation's finest museums.</p>		

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	\$80,000 - \$95,000, based on candidates credentials and experience
Percentage of pension (RPB) in addition to salary (15% recommended)	Negotiable as part of compensation package
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	Y	Moving Allowance	Negotiable as part of compensation package	Books & Periodicals		Sabbatical
Major Medical Insurance	Y	Professional Dues		Congregational Membership	Y	Cell Phone
Dental Insurance		ARJE Conference		Religious School Tuition	Y	Laptop Computer
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition		Israel Trips
		Regional URJ Gathering				
Other (please specify)	Money toward professional development and conferences					

Social Security is required by Federal Law

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

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	Leah Bloom, Co-chair of Board of Education
Signature	Leah Bloom

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Leah Bloom	POSITION	Co-Chair of Board of Education
STREET ADDRESS	25 Leroy Ave		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Tarrytown, NY 10591		
TELEPHONE NUMBER	914-631-1770	FAX	
E-MAIL	boardofed@tba-ny.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
boardofed@tba-ny.org			

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