



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](mailto:sschickler@reformeducators.org)

<b>CONGREGATION/INSTITUTION</b>	Temple Beth Avodah	<b>DATE OF APPLICATION</b>	1/30/2019
<b>STREET ADDRESS</b>	45 Puddingstone Lane		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Newton, MA 01778		
<b>TELEPHONE NUMBER</b>	617-527-0045	<b>FAX</b>	617-527-0046
<b>E-MAIL</b>		<b>WEBSITE</b>	www.bethavodah.org
<b>URJ DISTRICT</b>	Northeast	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2019
<b>POSITION TITLE</b>	Director of K-12 Learning & Engagement	<b>FULL or PART-TIME</b>	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**

**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	425	150	246	37
FIVE YEARS AGO	445	160	300	31
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

**NUMBER OF STUDENTS ENROLLED BY GRADE**

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
See EC	10	16	20	15	30	14	29	35	23	20	12	10	13
OTHER (specify):													

DAY CARE	na	PARENTS' DAY OUT	na	EARLY CHILDHOOD	51
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	6	GRADUATION BEGINS IN GRADE	8-12
ADULT PROGRAMMING	Participation Varies	JEWISH PARENTING PROGRAMMING	Currently 8 in PTJL		
CAMPS (URJ REGIONAL AND CONGREGATIONAL) URJ – 5 campers; non-URJ Jewish overnight – Approx 25					

**II. DAYS AND TIMES OF CLASSES**

RELIGIOUS SCHOOL	HEBREW SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
K-5: Sundays 9:30-11:30	3-5: Tuesdays 12:30-6 (multiple sessions)	6-7: Mondays 4:30-6:45	8-12: Mondays 6:16-8:30; Sundays 11:30-1:00; varied options
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
8am-5pm Mon-Thurs, 8am-12pm Fri (includes early drop off/extended day)	NA	Varies	NA
CAMP(CONGREGATION ONLY)			
NA			
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	Keith Stern	Full	1997-2019
EXECUTIVE DIRECTOR	Elyse Hyman	Full	2012-2019 (leaving 6/2019)
CANTORIAL SOLOIST	Susan Glickman	Full	2007-2019
EDUCATOR	Becky Oliver	Full	2005-2019 (current position 2015-2019)
EARLY CHILDHOOD EDUCATOR	Heidi Baker	Full	1996-2019
YOUTH WORKER	Myriam Rofrano	Full	2018-2019
MEMBER ENGAGEMENT	Lori Rosen	Full	2017-2019 (prior full time position 2013-2017)
COMMUNICATIONS	Eileen Brooks	Full	2009-2019
BUSINESS MANAGER	Marie Calder	Full	2012-2019
FACILITIES MANAGER	Doug Ball	Full	2005-2019

BOOKKEEPER	Elsa Rojas	Part	1998-2019
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**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 will regularly meet with their supervisor to participate in goal setting, feedback, and assessment. In addition, they will participate in yearly formal performance reviews including self-assessments, yearly goal setting, and benchmarks to be achieved. They will also re-evaluate and revise job descriptions on a yearly basis.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Rebecca Baizen	Part	2013-2019 (prior part/full time positions 2003-2013)
TO RABBI(S)	Claudia Folkman	Full	2010-2019
TO CANTOR(S)			
TO ADMINSTRATOR			

NUMBER OF TEACHERS – K-12		SPECIALISTS – K-12	
COORDINATORS / DEPARTMENT HEADS	0	ART	0
KINDERGARTEN-GRADE 2	4	COMPUTER	0
GRADES 3-5	6	DANCE	0
GRADES 6-7	5	DRAMA	0
BAR / BAT MITZVAH TUTORS	2	HEBREW	1
HIGH SCHOOL / POST B'NAI MITZVAH	5	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	NO	LIBRARIAN	0
CUSTODIAL STAFF (specify full or part-time)	3 (PT)		

#### IV. FACILITIES

SANCTUARY	YES	NUMBER OF CLASSROOMS	7
CHAPEL	NO	ART ROOM	YES
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)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	partially		

AGE of BUILDINGS:	SANCTUARY	50 years	SCHOOL	20 years	OFFICE AREA	20 years
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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	1963	and became a member of the URJ (UAHC) in	1963
The Shabbat prayer book used is	MISHKAN TEFILLAH		
The High Holy Day <i>machzor</i> used is	MISHKAN TEFILLAH		
Has the Religious School received ARJE Accreditation ?	NO	If yes, in what year ?	

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

1. We seek to connect individuals to staff and other members of the congregation in meaningful ways.
2. We emphasize the importance of the synagogue in supporting people in times of joy and in times of sadness.
3. We believe in the importance of celebrating Jewish life as a community, learning and growing together, and making an impact on the world in meaningful ways.

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

Temple Beth Avodah's greatest strengths are in our focus on engagement and inclusivity, the long term commitment families make to TBA, and offering a diverse array of opportunities. We have a strong commitment to our youth and families that is demonstrated by an Early Learning Center that is fully integrated into the synagogue, a full time youth professional, and sufficient funding for engagement programs. Many of our families are multi-generational and see the synagogue as an integral part of their home life.

What are the strengths of your educational program?

Our educational program is focused on ensuring that each student can learn, grow, and connect in ways that are best suited for them. We have an emphasis on personalization within our school programs, our B'nai Mitzvah process, and the individual attention children and families receive from the Rabbi and staff. Our education staff is trained in ways that emphasize this personalized approach as well as being adept at relational engagement strategies. We seek to instill a curiosity and love of Jewish learning based in Jewish values that inspires students to seek out more Jewish learning as they get older.

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

1. Our educator needs to be skilled at connecting and communicating with children, teens, and adults.
2. We seek someone who has a strong educational vision and has the organizational skills to implement that vision.
3. Our synagogue is focused on a collaborative, team approach, and our educator must be able to work well with other educators, teaching staff, and lay leadership.

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

1. Focusing on relational engagement for children, teens, and parents of all ages
2. Creating engaging curricula that emphasize personalization and values based learning
3. Creating and managing a diverse array of educational programs that engage children and families

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

Temple Beth Avodah is a mid-sized congregation in numbers, but our programming often functions more on par with a larger congregation. Our aim is to continue to feel like a smaller congregation (in comparison to others in the area) where congregants feel at home and know that they are supported in all aspects of their lives.

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

1. The demographics of this area of Newton are shifting which has had an impact on our synagogue membership. We are aiming to diversify the geographic areas which we have members from.
2. Like all synagogues, we are facing the continued competition for the people's time and priorities. For every program, we must ensure that we are bringing unique and meaningful value to people's lives.
3. In the short term, we are embarking on a construction project which will require some creative planning and management to ensure high quality programming during the construction and creative and innovative use of the space when it is complete.

## 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	Approx 85k in Newton	Total Jewish population	Approx 7 % of total pop
JEWISH INSTITUTIONS IN AREA	Several		
JCC	Jewish Community Center of Greater Boston		
Federation	Combined Jewish Philanthropies		
Jewish Family Service	Jewish Family & Children's Services		
Central Jewish Education Agency	CJP/Hebrew College facilitated		
Jewish Day School (which grades) ?	Rashi (K-8), Gann (9-12), other non-reform K-8 day schools		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	public		
Colleges, universities and music conservatories in the area include	Several in the Boston Area		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Several in the Boston Area		

## 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."**

<b>PROPOSED SALARY or SALARY RANGE</b>	\$60,000-80,000
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	Negotiable
<b>Length of original contract (two years recommended)</b>	2 years

### STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	YES	Moving Allowance	YES	Books & Periodicals	YES	Sabbatical	NO
Major Medical Insurance	YES	Professional Dues	YES	Congregational Membership	YES	Cell Phone	NO
Dental Insurance	YES	ARJE Conference	YES	Religious School Tuition	NO	Laptop Computer	NO
Long Term Disability Insurance	YES	URJ Biennial	YES	Early Childhood Tuition	50%	Israel Trips	YES
		Regional URJ Gathering	YES				
Other (please specify)							

**Social Security is required by Federal Law**

Is this position being listed with any other professional placement service ?	Not placement, but websites
If "YES" please indicate which one and the title by which it is being listed	Jewishjobs.com; jedlab 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	<b>NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.</b>

<b>Name of person completing this form and position in congregation / institution</b>	Becky Oliver, current Director of K-12 Learning & Engagement. Will be Interim Temple Director July 1.
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<b>Signature</b>	
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## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	David Levine	<b>POSITION</b>	Vice President
<b>STREET ADDRESS</b>			
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>			
<b>TELEPHONE NUMBER</b>	617-894-7197	<b>FAX</b>	
<b>E-MAIL</b>	Davidllevine@gmail.com		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
<a href="mailto:Davidllevine@gmail.com">Davidllevine@gmail.com</a>			
<a href="mailto:boliver@bethavodah.org">boliver@bethavodah.org</a>			

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

Temple Beth Avodah Vision Statement:

*Temple Beth Avodah is your home: the door is always open and the lights are always on*  
*We are community: Hevre*  
*We are present: Hineini*  
*A strong, evolving, and vibrant community inspired by our Jewish values*

## **Director of K-12 Learning & Engagement Temple Beth Avodah**

Temple Beth Avodah is a nurturing and progressive Reform synagogue in Newton, MA. Our congregation consists of approximately 425 families engaged in Jewish life and learning across diverse ages and stages. Under the leadership of Rabbi Keith Stern over the past 21 years, TBA is a congregation whose vision is to be a home for our congregants – where the door is always open and the lights are always on. We believe in creating meaningful connections for our members and offering vibrant and innovative programming.

We are looking for a new full time Director of K-12 Learning & Engagement to join our staff team. We believe that each child and family needs to be nurtured to learn, grow, and connect in ways that are unique to them and seek an educator who shares our vision and personalized approach. The ideal candidate connects well with people of all ages, has strong communication and organizational skills, and is creative and innovative in curricula and program planning. Knowledge and appreciation of Reform Jewish practice including Jewish values, rituals and customs, and Hebrew learning is essential.

### **Job Responsibilities:**

#### **Oversight**

- Create, maintain, and supervise a dynamic and innovative Judaic learning environment for kindergarten-grade 12 students and their families
- Work collaboratively with educational staff leadership on overall vision, goals, and management of educational program
- Create strong relationships with parents, children, and teachers and provide social emotional support as needed
- Partner with lay leadership on educational endeavors and programming
- Supervise full time and part time education staff including Youth Engagement Coordinator, B'nai Mitzvah Coordinator, and teachers

#### **Operations**

- Create and manage education operating budget and restricted funds including projecting income, ensuring fiscally responsible spending, and seeking grants when available
- Create comprehensive calendar for the year for K-12 families to ensure a variety of experiences
- Oversee registration process, class placements, and school/program logistics with administrative support
- Design communications including emails, handbook, calendar, and curriculum to distribute to kindergarten-grade 12 families
- Be on site for school times to provide classroom management support, handle disciplinary issues, and demonstrate educational leadership

#### **Curriculum & Programming**

- Create, evaluate, and implement curriculum and ensure adequate teaching materials, activities, and special programs for K-12
- Set vision for retreat/trip programs and oversee creation and implementation
- Supervise integration of B'nai Mitzvah preparation and school programs as well as creation of B'nai Mitzvah family programs
- Teach in high school program, in K-7 classes, and chaperone trips as needed

- Foster a nurturing, inclusive, and engaging natural environment which reflects respect and compassion that is supportive of and accessible to children

Duration: Full Time

Education Requirement: bachelors required, masters preferred

Start date: July 1, 2019

Salary Range: \$60,000-80,000

Benefits: medical/dental insurance, paid vacation, professional development