



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 Sholom of West Essex	DATE OF APPLICATION	2/15/19
STREET ADDRESS	760 Pompton Avenue		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Cedar Grove, NJ 07009		
TELEPHONE NUMBER	(973) 239-1321	FAX	(973) 239-7935
E-MAIL	admin@sholom.net		WEBSITE www.sholom.net
URJ DISTRICT	North Central NJ Community	DATE POSITION IS AVAILABLE	07/01/19
POSITION TITLE	Director of Congregational Learning	FULL or PART-TIME	Full-time, but will consider part-time if the best candidate prefers part-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

OBJECTIVE: To oversee and develop innovative, engaging, fun, and meaningful educational, family, and youth programs for our welcoming, diverse, and tuition-free Pre-K through 12th Grade Religious School where students establish their sense of Jewish identity, study Hebrew, learn about Jewish history and traditions, while connecting to the greater Jewish community and Israel.

JOB RESPONSIBILITIES:

- Lead the Religious School with an open, innovative, professional, accessible, and positive approach;
- Collaborate with the Rabbi and Cantor regarding curriculum and programming to ensure alignment with TSWE's philosophy and practice;
- Develop Religious School, family and holiday programming that is meaningful and consistent with the mission of the congregation;
- Overall management and administration of the Religious School, including:
 - Maintaining and creating an innovative, engaging, and age-appropriate curriculum for Pre-K through 12th grade that encompasses Hebrew instruction, history, holidays, life cycle, music, knowledge of Israel, & youth group programs;
 - Recognizing the time demands on families while striving to pursue creative ways to respond to those challenges;
 - Recruiting, hiring, training, supervising, evaluating and retaining highly qualified Religious School teachers;
 - Creating professional development standards and programs for teachers and managing their performance;
 - Recruiting, training, and scheduling madrichim;
 - Facilitating monthly Temple Tykes program for children ages 2 through 5 years old;
 - Participating in Temple Tot Shabbat services;
 - Coordinating existing and/or establishing new congregation-wide Family Programs (e.g., Congregational Dinners, Sukkot, Hanukkah, Purim Carnival);
 - Overseeing student involvement for each grade in Shabbat services;
 - Consulting with the Adult Education Committee to consider intergenerational programs;
 - Establishing the annual school calendar and coordinating room utilization needs with the Temple Office Manager;
 - Reviewing student learning profiles with staff;
 - Ensuring there is an up-to-date Parent Handbook and that parents have adequate notice of Religious School policies and requirements;
 - Supervising student registration, attendance, discipline, and academic records;
 - Coordinating writing and distributing of twice a year student progress reports;
 - Integrating youth group and family programs within the school curriculum;
 - Communicating regularly with teachers, staff, parents, and caregivers;
 - Utilizing various technologies, including web and app-based programs, as tools for teaching students and reinforcing lessons at home;
 - Developing and maintaining a Religious School budget in consultation with Presidential Va'ad;
 - Attending Religious School Committee, Ritual Committee, and Executive Board meetings;
 - Attending Shabbat and other holiday services that include Religious School programs;
 - Publicizing the activities of the Religious School through the monthly Temple bulletin, Temple Facebook page, weekly emails to parents and through community newspapers and websites;
 - Working with families to ensure that all families are aware of the benefits of and opportunities for external Jewish experiences including NFTY-GER, camp, Birthright and other Israel trips;
 - Collaborating with the Membership Committee to increase Religious School enrollment and Temple membership through organized education and social events, use of social media, and outreach to the Jewish community;
 - Ensuring all security protocols are established and maintained;

- Reporting to the Executive Committee and working directly with the Education Committee Chairperson.

QUALIFICATIONS:

- Knowledge and experience in Reform Judaic Education;
- Minimum of five (5) years teaching experience;
- Previous Religious School administrative experience a plus;
- Experience with Jewish summer camps and/or youth groups a plus.

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	351	95	153	21
FIVE YEARS AGO	340	94	143	21
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
N/A	5	8	13	18	27	21	18	20	7	10	0	2	4

OTHER (specify):

DAY CARE	N/A	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	N/A
OTHER (specify): Tykes Program meets monthly					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Saturday morning Torah study with Rabbi, Adult morning mid-week study with Rabbi, Learning Hebrew and Understanding Prayers with Cantor, A Scholar-In-Residence week-end, Sunday afternoon guest speakers, Sunday movie and supper, Book discussions, Women's Rosh Chodesh dinners with guest speakers, Bus trips to sites of Jewish interest, Evening classes taught by Rabbi & Rabbi Emeritus, Special workshops taught by temple members, Monthly challah baking			JEWISH PARENTING PROGRAMMING	4-6th
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Camp Harlam					

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
K-3 (Tues 4-5:45PM) weekly 4-6 (Wed 4-6PM) weekly 7-9 (Wed 6-7:45PM) 2x/month	Gr. 3 (Tues 4-5:45PM) wkly 4-6 (Wed 4-6PM) weekly 7-9 (Wed 6-7:45PM) 2x/month	Twice a month	Multiple sessions
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
Temple Tykes (Tues. 4-5PM) 1x/ a month	N/A	Various Sundays 4th-6th grades	N/A
CAMP(CONGREGATION ONLY) N/A			
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	Rabbi Laurence Groffman	Full-time	13 years
ASSOCIATE RABBI	N/A		
ASSISTANT RABBI	N/A		

CANTOR	Cantor Kenneth Feibush		2 years
EDUCATOR	Michael Melasky	Part-time	2 years
ASSISTANT EDUCATOR	N/A		
ADMINISTRATOR	Phyllis Maffucci	Full-time	15 years
PROGRAM DIRECTOR	N/A		
YOUTH WORKER	N/A		
EARLY CHILDHOOD EDUCATOR	N/A		
JUNIOR YOUTH GROUP ADVISOR	Gabi Levin	Part-time	2 years
SENIOR YOUTH GROUP ADVISOR	Chris Mason	Part-time	2 years

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.

Currently, teachers write goals for the upcoming year, the Religious School Director conducts teacher observations, and then the teachers and the Religious School Director evaluate together. An annual performance review of the Religious School Director is conducted by our leadership.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Ruth Cash	Part-time	1 1/2 years
TO RABBI(S)	Harriet Plaxe	Part-time	4 years
TO CANTOR(S)	Harriet Plaxe	Part-time	4 years
TO ADMINISTRATOR			

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	N/A	ART	N/A
PRIMARY	9 + Cantor	COMPUTER	N/A
INTERMEDIATE	2	DANCE	N/A
UPPER	1 (Rabbi)	DRAMA	N/A
BAR / BAT MITZVAH	Cantor & Rabbi	HEBREW	
HIGH SCHOOL / POST B'NAI MITZVAH	1	LEARNING CENTER	N/A
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	N/A
CUSTODIAL STAFF (specify full or part-time)	1 part-time		

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	7
CHAPEL	N/A	ART ROOM	N/A
LIBRARY	1	MUSIC ROOM	N/A
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	1
SANCTUARY / SOCIAL HALL COMBINATION	1	TEACHER RESOURCE CENTER	N/A
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	N/A
		STUDENT LEARNING CENTER	1
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	No		

AGE of BUILDINGS:	SANCTUARY	Built in 1972, renovated in 1988	SCHOOL	Built in 1957, renovated in 1988	OFFICE AREA	Built in 1957, renovated in December 2015
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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.

N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1954	and became a member of the URJ (UAHC) in	1956
The Shabbat prayer book used is	<i>Mishkan Tefilah and Netivot Sholom (in house siddur)</i>		
The High Holy Day machzor used is	<i>Mishkan Hanefesh</i>		
Has the Religious School received ARJE Accreditation ?	YES	If yes, in what year ?	

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

1. To be a warm, engaging place where people of all backgrounds can have meaningful Jewish experiences
2. To continually evolve to meet the needs of our diverse congregation
3. To educate, engage, and connect our community members

Our mission statement encompasses our congregation's goals. It reads:

"We're more than a congregation, we're a family"

Temple Sholom of West Essex is a vital, inclusive Reform congregation that embraces individuals and families in a warm, nurturing environment.

We foster Jewish commitment with innovative approaches to worship, learning and living in the context of Jewish values and tradition.

We define our congregational life through our relationship with God, Torah, Israel and the global Jewish community.

Our congregation welcomes those interested in learning about Judaism for the first time as well as those who have participated in Judaism for many years. We welcome interfaith families and the unaffiliated.

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

- Intellectual yet relatable Rabbi who is realistic, positive, and open in his approach to Jewish engagement. He has brought many members in during his 12+ years and is a presence within the greater community because he and his family live in Montclair (one of the towns from which we draw members). He is admired and appreciated by members of all ages.
- Engaged and talented Cantor and musician who is thoughtful about enhancing our Jewish rituals through education and outreach across generations. He understands that changes can be made while still honoring past traditions (e.g., incorporating new prayer book while keeping the old one for some services).
- Strong B'nai Mitzvah preparation which results in meaningful services.
- Congregation-wide openness to trying new ideas (e.g., tuition-free religious school, moving Friday night Shabbat services to an early start time).

What are the strengths of your educational program?

- Strong teaching staff with a commitment to engaging students in experiential learning while keeping parents up-to-date with curriculum through weekly communication.
- Engaging lessons, programming, and music that many children seem to genuinely enjoy.
- Parents report strong satisfaction with their children's knowledge of Judaism and senses of Jewish identity.
- Students attend Religious School one day a week and therefore parents make attendance a priority.

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

- Personal warmth and engaging demeanor that makes the Educator a great ambassador for the school and larger congregational community.
- Ability to lead teachers and community to implement and continue refining high-quality and engaging curriculum and programming.
- Experience with, and innovative thinking about how to maintain engagement and involvement in Jewish life for post B'nai Mitzvah teens.

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

- Maintaining the strength of the core K through 7th grade program.
- Creating an action plan for improving the post B'nai Mitzvah program.
- Building and maintaining strong ties for families coming from different towns.

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

- We have wonderful clergy who will be an asset in everything the Educator hopes to accomplish.

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

- Continuing to grow our membership
- Retaining our post-mitzvah families
- Deepening connections among members from different towns

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	800,000 approximately in Essex County	Total Jewish population	80,000 approximately in Essex County
JEWISH INSTITUTIONS IN AREA	American Jewish Committee, 4 Reform synagogues, 1 Reconstructionist synagogue, 9 Conservative synagogues, 12 Orthodox synagogues		
JCC	JCC MetroWest, West Orange		
Federation	Jewish Federation of Greater MetroWest NJ		
Jewish Family Service	Jewish Family Service of MetroWest		
Central Jewish Education Agency			
Jewish Day School (which grades) ?	Joseph Kushner Hebrew Academy/Rae Kushner Yeshiva High School (Nursery-12th), Golda Och Academy (Pre-K-12th)		
Other	Jewish Historical Society, Daughters of Israel (nursing home), Hillel at multiple nearby universities		
Majority of members' children attend public school, private school, or Jewish day school ?	Majority attend public school		
Colleges, universities and music conservatories in the area include	Montclair State University (John J. Cali School of Music), Seton Hall University, Caldwell University, Bloomfield College, Berkeley College, Rutgers University (Newark), Kean University, William Paterson University, Seton Hall University, Ramapo College, Fairleigh Dickinson University		

What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Montclair Film, The Montclair Orchestra, Montclair Art Museum, Opera Theatre of Montclair, Luna Stage, Studio Players, Papermill Playhouse, New Jersey Performing Arts Center, Alexander Kasser Theater, South Orange Performing Arts Center, The Wellmont Theater, Montclair Literary Festival, Liberty Science Center, Newark Museum, Thomas Edison National Historic Park , Prudential Center, MetLife Stadium, Yogi Berra Stadium, Turtle Back Zoo, Watchung Booksellers.
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VIII. REMUNERATION

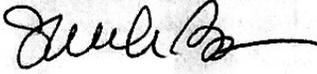
INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "\$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." PLEASE DO NOT WRITE "negotiable", or "open," or "not yet determined" with no numbers included. 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	minimum base salary of \$70,000 commensurate w/ experience & role
Percentage of pension (RPB) in addition to salary (15% recommended)	TBD after two (2) years
Length of original contract (two years recommended)	three (3) years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	No	Books & Periodicals	Yes	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	No
Dental Insurance	Yes	ARJE Conference	*	Religious School Tuition	Yes	Laptop Computer	Yes
Long Term Disability Insurance	No	URJ Biennial	*	Early Childhood Tuition	N/A	Israel Trips	No
		Regional URJ Gathering	*				
Other (please specify)	*budget for conferences to be determined						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	No
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	Sarah Barrack, Vice-President, Board of Trustees
Signature	

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Sarah Barrack	POSITION	Co-Chair, Educator Search Committee
STREET ADDRESS	43 Bradford Ave.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Montclair, NJ 07043		
TELEPHONE NUMBER	917-445-9250	FAX	
E-MAIL	sbarrack@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
Sarah Barrack - sbarrack@gmail.com (Co-Chair, Educator Search Committee)			
Sarah Blaine - Sarah.Blaine@gmail.com (Co-Chair, Educator Search Committee)			

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