



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	Congregation Shaarey Zedek	DATE OF APPLICATION	
STREET ADDRESS	1924 Coolidge Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	East Lansing, MI 48823		
TELEPHONE NUMBER	517.351.3570	FAX	
E-MAIL	Gabriel.elia@gmail.com	WEBSITE	https://shaareyzedek.com
URJ DISTRICT	Midwest	DATE POSITION IS AVAILABLE	
POSITION TITLE	Director of Congregational Lifelong Learning	FULL or PART-TIME	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

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
		35		
THIS YEAR	200/250	50	84	6
FIVE YEARS AGO		48	71	8
FUTURE DEMOGRAPHIC PROJECTIONS ARE Continued decline in membership; 5%-7% annually				

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
2	6	8	14	5	14	7	3	5	3	0	3	4	5
OTHER (specify):													

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

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Director teaches a 4-session Adult Education class.			JEWISH PARENTING PROGRAMMING	Director plans and implements several family education programs per year.
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	We have students who go or have gone to URJ Camps OSURI, Greene, George, KUTZ as well as other Jewish camps.				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays 9:30 a.m. – 12 noon	Wednesdays 4–5:30 p.m.	Monthly 11:15 a.m. - noon	Sundays 12:30-1:30 pm
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
		Several planned each 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	Amy Bigman	Full	12
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Aviva Panush	Part	11
ASSISTANT EDUCATOR			
ADMINISTRATOR	Paty Warshaw	Full	14
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			

Does the professional staff undergo a regular performance review process ? The professional staff has not been evaluated previously but the school committee and Board of Trustees are planning on using performance reviews in the future.

How often ? Please include a description of this process, especially as it applies to the educator. The Board of Trustees would like at least annual performance evaluations. The process would follow URJ processes of engaging in self-assessment as well using a paradigm shared in advance with the educator and evaluators. The intent of performance review is to be mutually beneficial and to help provide a framework for professional development.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Part	1 (there is always an assistant)
TO RABBI(S)	0		
TO CANTOR(S)	0		
TO ADMINSTRATOR	0		

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	0	ART	0
PRIMARY	5	COMPUTER	0
INTERMEDIATE	2	DANCE	1
UPPER	1	DRAMA	0
BAR / BAT MITZVAH	2	HEBREW	0
HIGH SCHOOL / POST B'NAI MITZVAH	Rabbi	LEARNING CENTER	0
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	1
CUSTODIAL STAFF (specify full or part-time)	Part-time, not specific to school		

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	8
CHAPEL	1	ART ROOM	0
LIBRARY	1	MUSIC ROOM	0
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	0
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	0
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	0
		STUDENT LEARNING CENTER	0
OTHER (SPECIFY)	Multi-use room		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	No		

AGE of BUILDINGS:	SANCTUARY	50 years	SCHOOL	50	OFFICE AREA	50 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.

NA

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1919	and became a member of the URJ (UAHC) in	Unknown
The Shabbat prayer book used is	<i>Mishkan T'filah</i>		
The High Holy Day <i>machzor</i> used is	<i>Mishkan HaNefesh</i>		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

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

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

What are the strengths of your educational program?

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

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

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

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

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	She is retiring
On what date will the current educator relinquish his/her position ?	May 2018 but she will help a little with transition

VII. COMMUNITY ATTRACTIONS

General population of location	140,000	Total Jewish population	3,600
JEWISH INSTITUTIONS IN AREA	Hillel, MSU Jewish Studies, 2 Chabad house, Reconstruct synagogue		
JCC	No		
Federation	Yes		
Jewish Family Service	No		
Central Jewish Education Agency	No		
Jewish Day School (which grades) ?	No		
Other	NA		
Majority of members' children attend public school, private school, or Jewish day school ?	Public		
Colleges, universities and music conservatories in the area include	Michigan State University; satellite universities – Central Michigan, Western Michigan		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Lansing Symphony; Michigan State; local theater companies; Triple A baseball team; college sports		

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	\$35,00 - \$40,000
Percentage of pension (RPB) in addition to salary (15% recommended)	NA
Length of original contract (two years recommended)	NA

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY

Medical-Hospitalization	Moving Allowance	Books & Periodicals	x	Sabbatical
Major Medical Insurance	Professional Dues	Congregational Membership	x	Cell Phone
Dental Insurance	ARJE Conference	Religious School Tuition		Laptop Computer
Long Term Disability Insurance	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 ? 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 Erica Holman, President

Signature

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Gabriel Elia	POSITION	Chair Education Committee
STREET ADDRESS	1924 Coolidge Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	East Lansing, MI 48823		
TELEPHONE NUMBER	517-580-9225	FAX	
E-MAIL	Gabriel.elia@gmail.com		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
gabriel.elia@gmail.com			

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

Position Description: Director of Congregational Lifelong Learning

Director of Congregational Lifelong Learning will be responsible for lifelong learning at Congregation *Shaarey Zedek*. The individual will be charged with developing and implementing a comprehensive education program in collaboration with the Rabbi and Education Committee. The Director of Congregational Lifelong Learning will work closely with the Rabbi, lay leaders and the Education Committee to ensure educational programs are coordinated and consistent with the goal of providing meaningful multi-generational Jewish education.

Congregation *Shaarey Zedek* provides for the spiritual needs of 200+ Jewish families and individuals by conducting services in both the Conservative and Reform traditions. Congregation *Shaarey Zedek* offers a rich and varied program of education, cultural and social events.

Main Responsibilities will include:

- Religious School
 - Attract and retain teachers
 - Develop and implement the curriculum of the religious school
 - Observe, supervise and evaluate the Religious School faculty
- Adult Education
 - Work with the Rabbi and lay leaders to develop and implement curriculum for family and adult learning
- Serve actively as a member of the *Shaarey Zedek* staff and participate fully in congregational life and worship
- Assist in creating, and using, the annual education budget
- Be a visible presence in the lifelong learning program

Required Skills:

- College degree, preferably in education, Hebrew, Jewish or Religious studies
- A degree or advanced training in Jewish education would be advantageous
- Experience in the field
- Knowledge of Hebrew
- Knowledge of Jewish life cycle events, theology, history, literature and texts
- Able to develop creative programming
- Ability to work comfortably with the Reform and Conservative members comprising the congregation

Application: To apply send your CV and letter of interest to Gabriel.elia@gmail.com by March 30th.