



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>	Congregation Emanu El	<b>DATE OF APPLICATION</b>	6/1/19
<b>STREET ADDRESS</b>	1500 Sunset Blvd		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Houston, TX 77005		
<b>TELEPHONE NUMBER</b>	713-529-5771	<b>FAX</b>	713-529-0703
<b>E-MAIL</b>	<a href="mailto:jobs@emanuelhouston.org">jobs@emanuelhouston.org</a>	<b>WEBSITE</b>	<a href="http://www.emanuelhouston.org">www.emanuelhouston.org</a>
<b>URJ DISTRICT</b>	Southwest	<b>DATE POSITION IS AVAILABLE</b>	July 1, 2019
<b>POSITION TITLE</b>	Helfman Religious School Principal	<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	1700	250	436	36
FIVE YEARS AGO	1800	235	494	60
FUTURE DEMOGRAPHIC PROJECTIONS ARE				

### NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
12	33	49	45	53	46	41	40	34	21	21	15	11	15
OTHER (specify):													

DAY CARE	PARENTS' DAY OUT	EARLY CHILDHOOD	240
OTHER (specify):			

HEBREW BEGINS IN GRADE	4	AND CONTINUES THROUGH GRADE	7	HIGH SCHOOL PROGRAM BEGINS IN GRADE	8
ADULT PROGRAMMING	<ul style="list-style-type: none"> <li>Torah Study: Two classes held weekly throughout the year.</li> <li>Meditation-held weekly through the year</li> <li>Basic Judaism multi-session classes held in the Fall and Spring.</li> <li>Two year-long adult Hebrew classes; adult b'nei mitzvah program.</li> <li>Seminars that are either single or multiple sessions led by our clergy on a variety of topics.</li> <li>Speaker series.</li> <li>Book reviews.</li> <li>And many more!</li> </ul>		JEWISH PARENTING PROGRAMMING	Several offerings each year through our preschool and family education programs as part of our religious school program.	
CAMPS (URJ REGIONAL AND CONGREGATIONAL) Active participation in GFC					

## II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
9:00 – Noon Sunday	4:30 – 6:30 pm Wed.	7:00 – 8:30 pm Wed.	7:00 – 8:30 pm Wed.
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
9-12:30 with extended day options.			
CAMP(CONGREGATION ONLY)			
OTHER (specify) B'nei Mitzvah 5:00-6:30 pm Tues./Thurs.			

### 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	Oren Hayon	Full	4
ASSOCIATE RABBI	Pamela Silk	Full	15
ASSISTANT RABBI	Joshua Fixler	Full	2
CANTOR	Rollin Simmons	Full	2
EDUCATOR	Stefani Carlson	Full	2
ASSISTANT EDUCATOR	Matthew Silverman	Full	5
ADMINISTRATOR	David Lamden	Full	3
PROGRAM DIRECTOR	Jason Plotkin	Full	5
YOUTH WORKER	Rebecca Schwartzberg	Full	Beginning 7/15/19
EARLY CHILDHOOD EDUCATOR	Paula Katz	Full	15

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	24
TO CLERGY	3	Full	Various
TO ADMINSTRATOR	1	Full	5

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	1
PRIMARY	16	MUSIC	1
INTERMEDIATE	7	DANCE	1
UPPER	6	COOKING	2
BAR / BAT MITZVAH	11	HEBREW	6
HIGH SCHOOL / POST B'NAI MITZVAH	6	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	2
CUSTODIAL STAFF (specify full or part-time)		3 Full time plus additional part time	

#### IV. FACILITIES

SANCTUARY	X	NUMBER OF CLASSROOMS	26
CHAPEL	X	ART ROOM	1
LIBRARY	X	MUSIC ROOM	1
SOCIAL HALL / AUDITORIUM	X	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION		TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Suite
		COMPUTER ROOM	1
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	Multi-Purpose Room, Board Room, Conference Room		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		Yes	

AGE of BUILDINGS:	SANCTUARY	70	SCHOOL	28	OFFICE AREA	28
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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.

None

#### V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1944	and became a member of the URJ (UAHC) in	1944
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?

1. Maintain our role as primary influencer of the cultural, intellectual and moral identity of Houston
2. Serve as an exemplary incubator of new ideas, innovative programming and outstanding personnel
3. Deliver programmatic content of exceptional quality that meets the needs of our large, diverse congregation

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

1. A strong, collaborative, mutually-supportive lay-staff partnership
2. Sole Jewish organization positioned geographically in central Houston, with close accessibility to other high-caliber academic and cultural institutions
3. Sound financial well-being and a healthy endowment, with abundant resources to support educational content

What are the strengths of your educational program?

1. Student retention; very high percentage of students remaining enrolled through 12<sup>th</sup> grade, driven in large part by the incentive of our Shirley Barish Memorial Israel Experience (a free four-week travel experience through Israel and Eastern Europe for students who remain enrolled in Religious School).
2. Very strong positive reputation in the Houston Jewish community
3. Many devoted teachers and learners who have remained committed to Jewish learning at Emanu El for many years

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

1. A warm, inspiring personality and learner-centered approach to Jewish education
2. Visionary strategic thinking that will enable us to maintain our best-in-class reputation
3. Strong emotional intelligence and collegial instincts that blend skill in both innovation and collaboration

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

1. Operational and strategic management of the Helfman Religious School
2. A comprehensive approach to communication and relationship-building with students and their parents, teachers and staff.
3. Developing a thoughtful approach to instruction and curriculum development that aligns with overall congregational goals, values, and priorities

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

1. We are justifiably proud of our long legacy as a leader in the field of congregational Jewish education, cherish the opportunity to continue improving, and are eager to invest in a new educator's ambitious vision.

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

1. An aging membership
2. Certain limits of our beautiful synagogue building
3. Effective management of changing patterns in Reform Jewish education and youth work

## 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?	8/15/19

## VII. COMMUNITY ATTRACTIONS

General population of location	3 million	Total Jewish population	65,000
JEWISH INSTITUTIONS IN AREA	Hillel Foundation for Jewish Campus Life, Florence Melton School of Adult Jewish Learning (ERJCC), Holocaust Museum Houston, Texas-Israel Chamber of Commerce, American Jewish Committee, B'nai B'rith Youth Organization, Young Judea, ADL-Southwest, National Council of Jewish Women-Houston, Jewish Herald-Voice newspaper, Jewish Chaplaincy Program (a partnership between the Jewish Federation and Jewish Family Service), Chevra Kadisha of Houston – Jewish Burial Society, Hebrew Free Loan Association of Houston, Houston Jewish Community Foundation, Seven Acres Senior Care services and the Medallion Jewish Assisted Living Residence		
JCC	Evelyn Rubenstein JCC – <a href="http://www.erjchouston.org">www.erjchouston.org</a>		
Federation	Jewish Federation of Greater Houston – <a href="http://www.houstonjewish.org">www.houstonjewish.org</a>		
Jewish Family Service	Jewish Family Services – <a href="http://www.jfshouston.org">www.jfshouston.org</a>		
Central Jewish Education Agency	Yes		
Jewish Day School (which grades) ?	Beth Yeshurun Day School (15 mos. – 5 <sup>th</sup> grade), The Emery/Weiner School (grades 6 – 12), Robert M. Beren Academy (18 mos. – 12 <sup>th</sup> grade), The Shlenker School of Congregation Beth Israel (15 mos. – 5 <sup>th</sup> grade), Torah Day School of Houston (18 mos. – 8 <sup>th</sup> grade), Torah Girls Academy of Texas (grades 8 – 12), Sephardic Gan/Torat Emet (toddler – 8 <sup>th</sup> grade)		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Some measure of each		
Colleges, universities and music conservatories in the area include	Rice University (including the Program in Jewish Studies), St. Thomas University, University of Houston, Texas Southern University, Houston Baptist University, Houston Community College System, Lone Star Community College System . The Texas Medical Center's 54 medical research and academic institutions include six general hospitals, 11 specialized hospitals, two specialized patient facilities, three medical schools, five schools of nursing, two schools of pharmacy, a dental school and a community college focused on 19 health science fields. (Baylor College of Medicine, University of Texas (UT) Health Science Center in Houston, UT Medical Branch in Galveston, UT Dental School, University of Houston School of Optometry, University of Houston School of Pharmacy, Texas Women's University )		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Exceptional offerings in theater, art, dance and music. World-class symphony, opera and ballet. Congregation Emanu El is located within walking distance of the museum district.		

## IX. 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>	<b>\$55,000 – \$60,000</b>
<b>Percentage of pension (RPB) in addition to salary (15% recommended)</b>	<b>403(b) plan (not RPB) - 10% after 1 year/5 year vest</b>
<b>Length of original contract (two years recommended)</b>	<b>2 years</b>

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY						
Medical-Hospitalization	X	Moving Allowance	x	Books & Periodicals		Sabbatical
Major Medical Insurance		Professional Dues	x	Congregational Membership	X	Cell Phone
Dental Insurance		ARJE Conference		Religious School Tuition	x	Laptop Computer
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition	x	Israel Trips
		Regional URJ Gathering				X
Other (please specify)	Conference/PD budget Group dental/vision/life/LTD available		Other benefits as specified in Employee Handbook			

**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	Jewishjobs.com, "Helfman Religious School Principal"

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>	Stefani Carlson, Director of Congregational Learning Rabbi Oren Hayon David Lamden, Executive Director
<b>Signature</b>	

## CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

<b>NAME</b>	Stefani Carlson	<b>POSITION</b>	Director of Congregational Learning
<b>STREET ADDRESS</b>	1500 Sunset Blvd		
<b>CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE</b>	Houston, TX 77005		
<b>TELEPHONE NUMBER</b>	713-529-5771	<b>FAX</b>	713-529-0703
<b>E-MAIL</b>	stefanic@emanuelhouston.org		
<b>Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):</b>			
David Lamden, Executive Director		jobs@emanuelhouston.org	
Rabbi Oren Hayon		rabbihayon@emanuelhouston.org	

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

**Congregation Emanu El  
Helfman Religious School Principal**

**Come help shape the future of Jewish education! The Helfman Religious School Principal is a creative, thoughtful and enthusiastic professional, responsible for connecting with Congregation Emanu El's children, teens and families through high-quality, innovative PK-12th grade educational programming. The Principal reports to the Director of Congregational Learning (DCL) and is the primary professional responsible for the day-to-day operations of Helfman Religious School. As a senior member of our education team, the Principal will have the opportunity to collaborate with clergy, faculty, professional staff, lay leaders and community partners to build dynamic and engaging Jewish learning experiences.**

**Core Responsibilities:**

**Creativity and Vision**

*The Principal will collaborate with the DCL to develop and execute the congregation's vision for its PK-12th grade education programs.*

**Curriculum Development and Implementation**

*In partnership with the DCL, the Principal is responsible for the design and execution of Judaic and Hebrew curricula for PK-7th grades.* Effective implementation of the curriculum will include: researching available resources; preparing teacher guides and other materials; ordering and organizing textbooks and other supplies; reviewing all teacher lesson plans and providing feedback on both Jewish content and pedagogy; coordination of classroom technology; planning and scheduling of specials, chugim and Hebrew Through Movement classes; and designing and administering student assessments.

*The Principal will collaborate with the Helfman Religious School faculty, staff and lay leadership to develop and implement experiential education offerings.* These may include field trips, grade-level programs, family education programs, holiday programs, and milestone events such as Consecration, Confirmation and Graduation, both during religious school hours and on Shabbat and Holidays.

**Teacher Supervision and Support**

*The Principal is responsible for the direct supervision of a faculty of approximately 40 part-time teachers for grades PK-12.* Related duties will include: overseeing of lesson plans, parent communications and other requirements; scheduling of substitute teachers; maintenance of attendance and payroll records; support with classroom management, incident reports, absenteeism and other day-to-day issues; coordination of in-service requirements, faculty meetings and professional development opportunities; development and enforcement of policies and procedures, including fire and other emergency drills; and conducting periodic teacher observations and evaluations. Personnel decisions will be made in consultation with the DCL. The Principal will also provide support to the Youth Engagement Coordinator in the implementation of the Teacher Assistant (TA) program for students in grades 8-12.

## **Communication**

*The Principal is responsible for maintaining strong lines of communication between Helfman Religious School and its students, families and faculty.* Related duties include: creating and sending regular email newsletters (including weekly Helfman Herald, Upper School Update, Teacher Memo and TA Memo); sending text message reminders for events; creating flyers and other printed materials; coordinating report cards and semester reports; maintaining photo archives and designing photo slideshows for events; providing content for the Congregation Emanu El website and social media pages; ensuring timely school-related content in the monthly Bulletin and other congregational publications; and regular face-to-face and phone communication with parents, students and teachers.

## **Administration and Financial**

*The Principal is the primary professional responsible for the administration of the Helfman Religious School and its budget.* Duties include developing the annual religious school calendar and budget in partnership with the DCL; coordinating and administering scholarship requests; organization and coding of all receipts, accounts payable and reimbursement requests; overseeing all departmental purchasing; supervising the part-time Helfman Office Assistant; and collaborating with the DCL and the Helfman Religious School Administrative Assistant to facilitate annual enrollment and class placements.

## **Parent Engagement**

*The Principal will collaborate with the DCL to develop critical resources and opportunities to engage parents as our partners in their children's education.*

## **Other Duties:**

### **Teaching & Learning**

Serve as faculty in Wednesday night Upper School (grades 8-12).

Teach in and/or support the Tuesday/Thursday B'nei Mitzvah preparation program as needed.

Demonstrate commitment to lifelong Jewish learning through continuing personal study and professional development.

Lead by example by modeling our congregation's values and by being present at important temple events and educational milestones.

### **Immersive Education**

Serve as faculty on the Shirley Barish Memorial Israel Experience, a biennial four-week trip to Poland and Israel for rising 11th and 12th graders.

Collaborate with Greene Family Camp (GFC) staff and other URJ camp contacts to promote Jewish camping among Helfman Religious School families. Coordinate and administer merit award camperships and need-based camp scholarships. Serve as faculty at GFC, and be an active presence at year-round events and other camp-related programming, as needed.

**Qualifications:**

- Excited to share your passion and vision for Jewish education!
- Minimum 3-5 years experience in a leadership role in Jewish education
- Bachelor's degree in Judaic studies, education or a related field required
- Demonstrated commitment to continued education: Master's degree, MTEI and/or similar coursework strongly preferred
- Exceptional communication skills, both written and verbal
- Hebrew literacy, including the ability to teach prayer and Torah chanting
- Excellent computer skills, including Microsoft Office and Adobe Creative Suite programs, as well as ShulCloud or other database software
- Ability to work in collaborative teams
- Highly organized self-starter, able to manage multiple projects concurrently
- Ability to work a varied schedule including nights and weekends
- Flexibility and sense of humor a must!

**Benefits:**

- Competitive salary
- Generous paid time off (PTO)
- Medical and disability insurance
- Retirement plan
- Professional dues and conference budget

**To Apply:** Send your resume and cover letter via email to [jobs@emanuelhouston.org](mailto:jobs@emanuelhouston.org)

*Congregation Emanu El is a Reform synagogue of over 1,700 members families in Houston, Texas, near the Museum District and Rice University. Our Helfman Religious School has a student body of approximately 450 students in grades PK-12.*

*Our educational mission is to offer an innovative, experiential, and compelling religious educational program for children to learn about Judaism and develop their own sense of Jewish identity.*