



National Association of Temple Educators

AN AFFILIATE OF THE UNION FOR REFORM JUDAISM

אגודת המאמנים ליהדות רפורמית

633 Third Avenue ♦ New York, NY 10017-6778

EARLY CHILDHOOD EDUCATOR SEARCH APPLICATION

RETURN ORIGINAL TO: (Preferably via E-mail)

Rabbi Stan Schickler, RJE
National Association of Temple Educators
633 Third Avenue
New York, NY 10017-6778
212-452-6510 Nateoff@aol.com

*CONGREGATION/INSTITUTION _____

SCHOOL NAME (If Different) _____ DATE OF APPLICATION _____

STREET ADDRESS _____

CITY, STATE/PROVINCE, ZIP/POSTAL ZONE, COUNTRY _____

TELEPHONE NUMBER () _____ FAX: () _____

E-MAIL _____ WEBSITE _____

URJ REGION (If Applicable) _____

POSITION TITLE _____

DATE POSITION IS AVAILABLE _____ FULL-TIME _____ PART-TIME _____

I. POPULATION STATISTICS

	Number of Families with Children in the Early Childhood Program	Total Number of Students in the Early Childhood Program
This Year	_____	_____
Five Years Ago:	_____	_____
Future Demographics Projections:	_____	_____
Number of Students Enrolled by Age Group:		
Infant (6 weeks–18 months):	_____	_____
Mommy & Me/Parent/Child Play Group:	_____	_____
18 months–2 years old:	_____	_____
2 year old	_____	_____
3 year old	_____	_____
4 year old	_____	_____
5 year old	_____	_____
Kindergarten	_____	_____
Total:	_____	_____

IF THERE IS INSUFFICIENT SPACE TO RESPOND TO ANY PARTICULAR SECTION, PLEASE USE ADDITIONAL PAPER TO COMPLETE YOUR REPLY. ATTACH IT TO THIS APPLICATION.

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL _____ DAY CARE _____
 HEBREW _____ PARENTS' DAY OUT _____
 CONFIRMATION _____ ADULT EDUCATION _____
 POST-CONFIRMATION (HIGH SCHOOL) _____ JEWISH PARENTING PROGRAMMING _____
 EARLY CHILDHOOD _____ CAMP (CONGREGATION ONLY) _____
 OTHER _____

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.

SENIOR RABBI: _____	FULL _____	PART _____	YEARS SERVED _____
ASSOCIATE RABBI: _____	FULL _____	PART _____	YEARS SERVED _____
ASSISTANT RABBI: _____	FULL _____	PART _____	YEARS SERVED _____
CANTOR: _____	FULL _____	PART _____	YEARS SERVED _____
EDUCATOR: _____	FULL _____	PART _____	YEARS SERVED _____
ADMINISTRATOR: _____	FULL _____	PART _____	YEARS SERVED _____
PROGRAM DIRECTOR: _____	FULL _____	PART _____	YEARS SERVED _____
YOUTH ADVISOR/DIRECTOR: _____	FULL _____	PART _____	YEARS SERVED _____
EARLY CHILDHOOD DIRECTOR: _____	FULL _____	PART _____	YEARS SERVED _____
OTHER (Specify) _____	FULL _____	PART _____	YEARS SERVED _____

PLEASE INDICATE NUMBER OF AUXILIARY STAFF AND WHETHER EACH IS FULL-TIME OR PART-TIME:

SECRETARIES/ADMINISTRATIVE ASSISTANTS:

To Early Childhood Educator: Full _____ Part _____
 To Religious School Educator: Full _____ Part _____
 To Rabbi(s): Full _____ Part _____
 To Cantor: Full _____ Part _____
 To Administrator: Full _____ Part _____

NUMBER OF TEACHERS: _____ **NUMBER OF ASSISTANT TEACHERS:** _____

SUPERVISORS/COORDINATORS (Number): _____

SPECIALISTS: ART _____ COMPUTER _____ DANCE _____ DRAMA _____ HEBREW _____
 LIBRARIAN _____ MEDIA _____ MUSIC _____ OTHER _____
 (specify) _____

CUSTODIAL: _____ FULL _____ PART _____ OTHER (specify) _____ FULL _____ PART _____

IV. FACILITIES

SANCTUARY _____ CHAPEL _____ LIBRARY _____ SOCIAL HALL /AUDITORIUM _____ SANCTUARY/SOCIAL HALL COMBINATION _____
 ART ROOM _____ EDUCATOR'S OFFICE _____ NUMBER OF CLASSROOMS _____ YOUTH LOUNGE _____
 TEACHERS RESOURCE CENTER _____

COMPUTER ROOM _____ STUDENT LEARNING CENTER _____ OTHER (specify) _____

IS THERE A SEPARATE EARLY CHILDHOOD CENTER ? _____ NUMBER OF ROOMS _____

DO THE EARLY CHILDHOOD CENTER AND RELIGIOUS/HEBREW SCHOOL SHARE SPACE ? _____

AGE OF BUILDING(S): _____ SANCTUARY _____ SCHOOL _____ OFFICE AREA _____ OTHER (specify) _____

If there is a satellite facility, please describe it: Include size, distance from main facility, age, etc: _____

V. PRIORITIES FOR THE EARLY CHILDHOOD EDUCATOR

(In order not to pre-judge one priority over any other, the following are listed alphabetically.)

3= Essential	2= Important	1= Useful	0= Not a Priority
___ Activity in Community	___ Family Education		___ Library/Media
___ Assemblies	___ Hebrew		___ School Administration
___ Camp Involvement	___ Jewish Parenting Programs		___ Teacher Training
___ Congregational Programming	___ Informal Education/Retreats		___ Teaching Adults
___ Curriculum Development	___ Israel Programming		___ Teaching Children
			___ Technology (Computers, etc.)

Other _____

VI. CONGREGATIONAL IDENTITY

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

The *Shabbat* prayer book used is _____

The High Holy Day prayer book used is _____

Is the Religious School accredited by the National Association of Temple Educators? ____ YES ____ NO.

Is the Early Childhood Program accredited by the NAEYC? ____ YES ____ NO

WHEN RESPONDING TO THE FOLLOWING, PLEASE USE ADDITIONAL PAPER IF NECESSARY

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

What are the congregation/institution's strengths ?

What are the strengths of your Early Childhood program ?

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

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

The single most important thing an Early Childhood 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:

VII. INCUMBENT EARLY CHILDHOOD EDUCATOR:

The current Early Childhood Educator has been informed that the congregation/institution is in placement? ____ Yes ____ No

The current Educator will relinquish this position on _____

VIII. COMMUNITY ATTRACTIONS

General population of location: _____ Total Jewish population: _____

Jewish institutions in the area include _____ other congregations. How many are Reform ? _____

() JCC () Federation () Jewish Family Service () Central Jewish education agency

() Jewish Day School, Grades _____ to _____ Other (Please specify): _____

Colleges, universities and music conservatories in the area include: _____

Cultural opportunities include: () Symphony () Museum () Theatre () Other (*specify*) _____

Majority of members' children attend: () Public school () Private school () Jewish day school

IX. REMUNERATION

If a position description is available, it should be enclosed with this application.

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. For example, the "Proposed Salary" section should read "the salary range is \$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 NATE's placement listings. It is also highly recommended that you not list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE _____

Percentage of pension (RPB) in addition to salary (15% recommended). Pension contribution _____ %

Length of original contract: _____ (Two years recommended)

STANDARD BENEFITS FOR THE EARLY CHILDHOOD EDUCATOR, IN ADDITION TO SALARY, ARE:

- () Medical-Hospitalization () Major Medical Insurance () Income Disability Insurance () Dental Insurance
() Moving allowance () NATE Conference () NAEYC Conference () CAJE Conference () URJ Biennial
() Regional URJ Biennial () Professional Dues () Congregational Membership ()
() Books/periodicals () Tuition () Other (please specify): _____

(Social Security is required by Federal Law)

Is this position being listed with any other professional placement service? _____ Yes _____ No

If "YES" please indicate which one and the title by which it is being listed _____

In making this request to the NATE 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) Refrain from contacting private individuals;
C) Keep the NATE Placement Service informed of ALL interviews and their outcomes;
D) Reimburse all travel and related expenses for an Educator invited for an interview;
E) Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principals of the enclosed document entitled *GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS*, as adopted and recommended in 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;
F) On acceptance of the contract and/or letter of intent by both the congregation/institution and the Early Childhood Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
G) **NOTIFY THE NATE PLACEMENT OFFICE OF THE NAME OF THE EARLY CHILDHOOD EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.**

Name of Person Completing this Form, & Position in Institution

Signature

CHAIRPERSON OF THE EARLY CHILDHOOD EDUCATOR SEARCH COMMITTEE

Name _____

Position _____

BUSINESS ADDRESS, CITY & STATE, ZIP _____

HOME ADDRESS, CITY, STATE, ZIP _____

BUSINESS TELEPHONE () _____ HOME TELEPHONE() _____

FAX E-MAIL: _____ HOME E EMAIL _____

PREFER TO BE CALLED AT () BUSINESS () HOME

RESUMES OF APPLICANTS SHOULD BE SENT TO THE FOLLOWING PERSON(S) / E-MAIL ADDRESS(ES):

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