

EDUCATION DIRECTOR PLACEMENT APPLICATION

USCJ and the Jewish Educators Assembly can help you in your search for your next congregational education director. Please print and complete the below form to be connected to applicants and return to USCJ Director of Learning Enrichment Ed Frim at frim@uscj.org.

***IMPORTANT NOTE:** In referring potential candidates to schools and/or synagogues, we do not make reference checks or qualitative judgments regarding the candidate's professional experience.*

Recommendations for best results:

- Notify each candidate immediately upon receiving a resume and application to acknowledge receipt
- Each resume should be read carefully by at least two people on the search team
- Verify personal information, degrees awarded, previous professional performance, background, criminal, drug and child abuse checks, which are standard employment practice in most states
- If you are hiring a candidate who is finishing a degree program, ask to receive confirmation -- either a copy of the degree or a transcript -- that states that all requirements have been completed
- If you are not interested in a candidate, respond immediately by email and/or letter so the candidate can apply elsewhere

Please notify USCJ immediately when the position has been filled so that we can remove the posting from the placement listing

EDUCATION DIRECTOR PLACEMENT APPLICATION

Date of filing:

For the position of:

For the school year:

_____ Full-time _____ Part-time

1. Name of synagogue or school:

Address:

Phone:

E-mail:

Total number of students:

Grades:

2. Name of person responsible for the search:

Position in the synagogue/school:

Address:

Preferred Phone:

Secondary phone:

E-mail:

Name of Second Contact Person (if applicable):

Position:

Preferred phone:

Secondary phone:

E-mail:

3. Name of educator currently serving in this position: Or

indicate if this is a new position:

4. Primary reason(s) for existing vacancy?

a. How many years has the incumbent served in this position?

b. Did the incumbent inform the synagogue that he/she will be leaving?

- c. Did the synagogue inform the incumbent that a replacement would be sought? If not, when does the synagogue plan to do this?
- d. If the incumbent has been informed, has the termination or nonrenewal of the incumbent’s contract been agreed to by both parties?
- e. When does this position become available?

THE POSITION

To help the synagogue/school attract the best candidates, make sure the job ad answers the following questions:

- 1. What is the position title?
- 2. How many years of experience must the candidate have?
- 3. What are the hours for work?
- 4. What are the main responsibilities of the position?
- 5. Where is the position within the synagogue/school’s administrative structure?
- 6. To whom does this position report?
- 7. Is there administrative support for this position? Describe.
- 8. What are the minimum credentials? Which would the ideal candidate have?
- 9. What are your congregation and the community in which the synagogue/school is located like?

REMUNERATION

[Note: A salary or salary range is needed to be able to list your position. It is our policy not to post “negotiable” in lieu of salary.]

- a. Salary or salary range:
- b. Maximum length of initial contract you are prepared to offer is _____ years.
- c. What fringe benefits is your school/congregation prepared to offer? Please check all that apply.

Major medical?	Yes/No	
Individual health plan?	Full coverage_____	Percentage of coverage_____
Family health plan?	Full coverage_____	Percentage of coverage_____
Professional Development, JEA membership and Convention?		Yes/No
Long-term Disability Insurance?		Yes/No
Pension Plan?		Yes/No
Sabbatical?		Yes/No

Other benefits in compensation package, such as children’s school tuition, synagogue membership, cell phone, etc.?

Do you provide housing or a housing allowance for this position? Yes/No

Will you assist in obtaining housing for this position? Yes/No

Will expenses for interviews be reimbursed? Yes/No

Do you provide a moving allowance? Yes/No

d. Are you advertising for this position in locally/ regionally/ nationally? Yes / No
If yes, please attach a copy of the advertisement as well as any other posting in print or online that you have prepared.

e. Is there any additional information that we should know about this position?

SCHOOL POPULATION, STAFF AND CULTURE

Total number of teachers:

Total number of students:

Breakdown of classes:

Elementary school
Kindergarten
1-2
3-5

Middle school
6-8

High school
9-12

Any other information about the school that would be helpful to a candidate?