



Middle & Upper School Dean of Academics
Jewish Leadership Academy
Miami, FL

School Overview

The Jewish Leadership Academy (JLA) is a world-class Jewish Middle and Upper School dedicated to developing the skills, curiosity, and potential of Miami's most ambitious students for a life of purpose, commitment, and service.

JLA is committed to:

- Challenging inquisitive minds to think critically and creatively in pursuit of the highest academic standards across all disciplines.
- Putting values into action by embedding leadership training and community service into the heart of the educational program.
- Engaging the mind and stirring the soul to connect with the Jewish past and present, the Jewish People and the Jewish State, through the broad and embracing lens of Modern Orthodoxy.



We seek outstanding faculty and leaders of all faiths who believe in and actively support our mission to educate Jewish students at the highest academic levels while connecting them deeply to their heritage and faith.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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The Academic Dean is a senior academic leader responsible for ensuring excellence in all aspects of the school's academic program, from curriculum design, implementation, and assessment to student placement, and course scheduling. Reporting to the Associate Heads of School, the Academic Dean serves as the central hub for academic operations, and instructional leadership, fostering a culture of rigor, coherence, and continuous improvement. The ideal candidate will combine strong organizational and analytical abilities with experience in independent school academics, a collaborative leadership style, and an unwavering commitment to JLA's mission and values.

ROLE & RESPONSIBILITIES



Academic Leadership and Oversight

- Oversee, design, and implement professional development for teaching and learning
- Set the academic vision for the school in coordination with the Associate Heads of School
- Serve as the academic leader of the school, ensuring program quality, curricular alignment, and coherence across departments
- Use data to drive instructional improvement by analyzing student achievement, growth, and engagement metrics to inform programmatic decisions
- Support subject-area coordinators in their leadership of their departments
- Support curriculum design and documentation through Atlas, ensuring consistency in scope, sequence, and rigor
- Promote departmental synergy around grading norms, academic expectations, and citizenship standards
- Champion academic integrity and lead policy development related to assessment, grading, and reporting
- Supervision of Learning Specialist, Director of College Guidance, and Librarian
- Oversee and coordinate process of teacher certification renewals

Student Placement, Progress, and Support

- Oversee placement, acceleration, and examination processes, ensuring fairness and clarity



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- Oversee management of student transcripts, from admissions through graduation, working closely with the Director of Admission and Director of College counselling
- Lead academic monitoring systems to identify and support students performing below expectations
- Collaborate with the Learning Support Specialist and Student Support Team to ensure robust intervention systems
- Collaborate with the SIS manager to ensure the accuracy of schedules, transcripts, grading data, course rosters, report cards, and student academic records
- Oversee athletic eligibility reviews in partnership with the Assistant Athletic Director

Curriculum and Scheduling

- Supervise course advisement, selection, and coordinate with the Associate Heads for add/drop
- Update the course catalog to reflect current offerings and requirements
- Coordinate the development and implementation of elective courses

Assessment and Testing Coordination

- Serve as Testing Coordinator, overseeing all standardized and internal assessments
- Manage the assessment calendar, including midterms, finals, and diagnostic exams
- Collaborate with departments to ensure assessment practices align with JLA's academic philosophy and rigor
- Oversee faculty adherence to assessment and homework policies

Partnerships and Special Programs

- Create, implement, and oversee Senior Capstone Project program
- Oversee dual credit programs (Miami Dade College, Barry University, etc.) and ensure compliance and quality
- Serve as CTY/CTD/GOA coordinator, connecting students to enrichment and external academic opportunities.
- Act as an Admissions Committee member, providing academic insight into prospective student placements.
- Supervise the Librarian and academic resource programs to support student research and learning.
- Serve as the Accreditation Coordinator



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QUALIFICATIONS

- Master's degree or higher in education, curriculum & instruction, or a related academic field (doctorate preferred)
- Minimum 5 years of teaching and administrative experience in middle or upper school settings
- Demonstrated expertise in curriculum design, assessment, and academic operations
- Very strong technology skills, including high level data analysis
- Experience with student data systems, scheduling software, and academic databases
- Strong interpersonal, organizational, and communication skills
- Humble, hard working, and fun to be around
- Commitment to fostering an inclusive, mission-aligned school culture rooted in excellence, curiosity, and Jewish values

COMPENSATION

A strong compensation package includes:

- Salary: \$150,000
- Full health, dental, and vision coverage for the employee
- 8% annual retirement match
- Daily breakfast and lunch
- Generous paid time off (PTO)
- Relocation stipend (as applicable)
- Short- and long-term disability and life insurance
- Robust opportunities for professional development and leadership growth



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To Apply

Interested candidates should submit a **resume** and **cover letter** to:

John Faubert, Director of Placement
Carney Sandoe & Associates
john.faubert@carneysandoe.com

and

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly.



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