

— SCHECK — HILLEL COMMUNITY — SCHOOL —

Director of Lower School

North Miami Beach, FL



Reporting to the Chief Academic Officer and serving on the school's leadership team, this position oversees the vision and implementation of the day-to-day educational program and operations of the lower school (Kindergarten - Grade 5). Incumbent collaboratively works with our School's executive team on all efforts to set and achieve our school's vision.

Responsibilities include:

Overall School Leadership

- Embodies and reinforces the school's Core Values of Kavod (respect), Emet (truth), Shalom (peace), Chesed (kindness) and Ruach (spirit) while leading the faculty, staff and students to grow academically, socially, emotionally, and spiritually.
- Acts as the educational leader of the lower school division, responsible for its day to day mission.
- Sets the overall vision for the lower school program in alignment with the school's mission,



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vision, and core values. Ensure that all components of lower school programming are aligned with this vision.

- Is a visible, present, hands-on leader responsible for all academic and cultural systems and all student outcomes.
- Oversees the academic/instructional process to drive academic results.
- Collaborates and partner with Scheck Hillel's leadership team
- Main point of contact for student/family interactions/responsibilities.
- Hires, manages, and retains a high performing team of faculty and staff including teachers, guidance counselors and administrators.
- Sets and supervises the Lower School Budget in partnership with the Chief Academic Officer and Chief Financial Officer
- Is aware of the educational, physical, social, and psychological needs of the school community and guides plans for meeting those needs.
- Ensures compliance with legal requirements of government regulations and agencies, and maintains the educational standards established by the state and by those agencies that examine and accredit the school.

Academic Vision Setting

- Leads and manages the lower school's academic program
- Collaborates with the lower school's faculty and staff on matters related to academic operations (i.e. benchmark testing, testing schedules and coordination)
- Supports school culture and academic data analysis to identify performance gaps and effectively problem solve
- In collaboration with our CAO, Lower School Assistant Director, and LS Director of Curriculum and Instruction and LS Director of Student Services, designs and leads ongoing school-based professional development sessions for faculty and staff.
- Partners with Scheck Hillel's CAO, school leaders, administrators within and outside of the Lower School in the development and implementation of strong vertical and horizontal lower school curriculum for grades K-5
- Is knowledgeable and able to articulate advances and trends in education and pedagogical standards, benchmarks, and indicators.
- Oversees the facilitation, creation and revision of vertical and horizontal alignment maps for standards, skills, content, assessment types, writing and research, and student support
- Provides teachers and instructional coaches with support in intellectual preparation of their subject areas as well as high-quality, actionable data analysis
- Creates and fosters a community of learners.
- Supervises the implementation of the school's student services program including guidance, academic referral services, health services, attendance, behavior management and related issues.

Culture Systems Vision Setting

- Leads faculty, staff, and students as a model of our community's commitments, as well as have clear and kind conversations to hold all stakeholders accountable.



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- Implements strong systems and routines in order to create a safe, productive, and joyful school environment, utilizing data systems for a data-driven response.
- Maintains active and strong relationships with faculty, students and families to support students in meeting academic goals and/or provide social-emotional support
- Serves as a liaison between faculty, staff, parents, leaders, and the community

Faculty & Staff Supervision

- Selects and hires quality faculty and staff to support and maximize student achievement.
- Coaches administrators (& faculty when needed) to empower teacher growth and development and improve their practice through individualized observation, data analysis, coaching, professional development, modeling, and collaborative planning to ensure consistent, high quality instruction.
- When needed, creates and implements faculty and staff development plans to support faculty and staff with targeted growth and improvement areas
- Identifies, recognizes, and promotes employee excellence



Key Experiences and Qualifications:

- At least five years of direct experience in instructional leadership in a lower or middle school environment, setting an academic and/or cultural vision for a school, and hiring and coaching faculty and staff.
- A minimum of a Bachelor's in Education or a related field (advanced degree preferred but not required)
- A track record of success in previous school leadership and/or teacher-leader role preferably in an independent lower school environment.



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- Understanding that appropriate and healthy relationships are essential to working with people, value and enjoy cultivating deep relationships with students, families, and faculty to create a positive school environment
- Knowledge and/or experience in developmental milestones and benchmarks for this age group
- A relentless drive to develop your leadership practice and to sharpen your skills as a leader in education
- Self-aware and reflective with a strong desire to continuously grow professionally and personally.
- A growth mindset and able to quickly incorporate feedback into daily practice
- Thrive on data.
- Analyze qualitative and quantitative data to inform instructional planning and decisions
- Value the importance of modeling and reinforcing the school's core values, norms, and policies
- Success in this role includes the ability for self-reflection, candor, authenticity, and vulnerability.
- Strategic thinker and empathetic problem solver.
- Excellent Communication, Organizational, and Technology Skills
- Demonstrate the requisite commitment to fulfilling the School's mission and Philosophy, which includes, providing a religious education consistent with fundamental beliefs of Judaism and teaching children to embrace Jewish heritage.

Physical Demands/Environmental Conditions:

- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push children, heavy objects, or materials up to 50 lbs.
- Occasional stooping, bending, and reaching.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to focus.
- Requires some local travel.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- The demands of an extended workday (coverage of building activities and extracurricular activities, etc) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time.



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To Apply

Interested candidates may submit a **resume**, **cover letter**, and **list of professional references** 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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