

## **DuBow Preschool & Martin J. Gottlieb Day School**

### **Head of School**

The DuBow Preschool and Martin J. Gottlieb Day School are part of the Jacksonville Jewish Center, a synagogue affiliated with The United Synagogue of Conservative Judaism. We are a vibrant learning environment that focuses on the individual intellectual, social, and spiritual needs of each child. We cultivate in students a lifelong love of learning. Our school, which serves the entire Jewish community, is located on 34 acres serving 215 students with approximately 60 faculty and staff members. The schools unlock the potential of our students by developing their critical thinking skills and nurturing their intellectual curiosity in an environment that works to create a strong Jewish identity, foster a commitment to community, and teach each student the importance of Jewish values. In preparing future generations of Jewish leaders, our rigorous and comprehensive dual curriculum for Pre-K through 8th grade is designed to provide a strong foundation in Jewish literacy through the exploration of texts, traditions, values, and the Hebrew language along with academic excellence in general studies. Guided by an exceptional faculty and with the support of a meaningful school, home and community partnership, our students develop a love of learning, a personal relationship with the State of Israel and its people, and a commitment to the betterment of the world through *tikkun olam*.

The Head of School is the instructional and inspirational leader who oversees the daily operations of the Dubow Preschool (Age 12 months - VPK), founded in 1943 and the Martin J. Gottlieb Day School (K-8), founded in 1961. Applicants for this position should have an advanced degree, significant classroom and administrative experience, and a demonstrated track record of building meaningful and collaborative relationships with students, faculty, staff and parents. It is important that candidates have strong leadership, organizational, communication/collaboration, curriculum development/implementation, and team-building skills. The successful candidate must demonstrate strong interpersonal and problem solving skills when collaborating with faculty and parents, as well as knowledge and understanding of meeting the needs of students. The HOS reports directly to the Jacksonville Jewish Center Executive Director and is advised by the Senior Rabbi and Education Cabinet.

#### **Overview of Responsibilities**

- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the schools including instructional programs/academics, extracurricular activities, disciplinary policies and standards of conduct to ensure a safe and orderly climate, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulation and keep trustees informed on all aspects of the schools' operations.
- Function as the chief articulator of school programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies, including faculty, parents, students, and prospective families, are fully informed in keeping with their respective roles.
- Represent the schools in a professional and positive light in the building and in the community to its various constituencies, including parents, grandparents, alumni, friends, educational organizations, and community partners.
- Maintain visibility in all relevant areas of the school (carpool, classrooms, lunchroom, playground, hallways, etc). Attend required committee meetings and additional school sponsored functions and religious events. Collaborate with faculty and staff on format for assemblies and other division-wide activities.
- Take an active role in the creation and implementation of strategic planning, policy setting and institutional advancement.
- Lead and manage the FCIS accreditation process.

## **Commitment to Students**

- Promote the development of students' Jewish identity, morals and values.
- Model lifelong learning, commitment to Judaism and ethical behavior.
- Create a supportive school climate that builds morale.
- Articulate and promote high expectations for learning.
- Utilize research and best practices for choosing curriculum and improving the educational program.
- Demonstrate appreciation for and sensitivity to diversity, and encourage students to do the same.
- Advocate for the welfare of all students of the learning community.
- Analyze appropriate data regarding the needs of students and other pertinent information regarding the sacraments students have received or are preparing to establish rigorous, concrete goals for all instructional programs.
- Act as a liaison with other organizations and community partners who work with students to ensure fulfillment of the schools' contractual obligations. Coordinate schedules and procedures where the interests of both groups are involved.

## **Commitment to Faculty and Staff**

- Provides inspirational leadership, encouragement, opportunities and structure for faculty to continually design more effective learning experiences for students.
- Work collaboratively with the Rabbis and supervisors of the preschool, elementary school, middle school and religious school to ensure appropriate scope and sequence in the curriculum across the schools as well as consistency in managing and monitoring the curriculum and academic, social and emotional development of each student.
- Lead the employment process including: recruitment, hiring, retention and dismissal of personnel; orientation of new faculty and ongoing professional development of all faculty to enhance their performance and improve student learning; systematic evaluation of the performance and effectiveness of faculty members.
- Supervise and coordinate all instructional programs of the school in collaboration with school leadership and faculty including evaluating lesson plans and observing classes (teaching as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Monitor and evaluate the effectiveness of curriculum, instruction and assessment; prepare and conduct periodic program evaluations; submit reports to external agencies as required.
- Serve as a mentor and guide to teachers in matters of classroom management, teaching methods and general school procedures.
- Communicate regularly with faculty, covering both routine school matters and the stimulating exchange of ideas on issues of educational/philosophical interest and concern to further develop and extend the school curriculum.
- Supervise the maintenance of a comprehensive calendar of school events and keep the school community informed of various school programs and activities.
- Foster a collaborative culture of learning among the faculty and staff members that is respectful of divergent opinions.
- Support and coordinate the work of the administrative team and support staff, working closely with development and admissions professionals to raise funds and attract, enroll and retain students. Meet with prospective students and parents and participate in outreach efforts.
- Ensure efficient management of the financial operations of the schools.

## **Commitment to Families and Community Members**

- Engage family and community by promoting shared responsibility for student learning and support of the educational program.
- Establish a culture that welcomes families and seeks ways to involve them in student learning.
- Communicate regularly with families and community members via different avenues (blogs, newsletters, phone calls, conferences etc.).
- Share a comprehensive vision of the school goals and plans to implement any changes.
- Create a caring educational environment that fosters the joyous practice of Jewish life.
- Articulate the desired school culture and show evidence about how it is reinforced.
- Provide leadership for assessing, developing and improving the school community and culture.
- Ensure that the Parent Teacher Association (PTA) provides opportunities for parents and teachers to work together in the school.

## **Commitment to Operations and Resources**

- Comply with mandates and policies established by accrediting organizations and the synagogue.
- Manage the fiscal and physical resources responsibly, efficiently, and effectively.
- Provide a safe physical environment for students, faculty, and staff members.
- Communicate effectively with all stakeholders about the operations of the school.
- Address issues with appropriate staff members in a timely manner.
- Engage in his or her own professional development.

## **Characteristics and Attributes:**

- Be dynamic and personable and maintain high standards of personal and professional integrity.
- Create an inspirational culture of kindness, inclusivity, rigorous academic pursuit, critical thought and Jewish community.
- Provide guidance and support to faculty mentors and equip them to grow as leaders within the division.
- Strive for unity and cooperation through tact, helpfulness, respect and recognition of individual differences and the special abilities and strengths of each teacher.
- Exhibit sound judgment, seek input, and make decisions in a timely fashion.
- Have a visionary outlook and embrace trends in education.
- Committed to providing a rigorous academic experience for each student.

## **Job Requirements:**

- A Master's degree or higher in Educational Leadership/Administration or a comparable field.
- Minimum of five years of elementary and/or middle school experience and a strong knowledge base of early childhood development.
- Interest in serving a Jewish faith community.
- Fluency or facility with educational trends, including technology skills, that supports the efficient functioning of the school ( i.e. student information systems and relevant office technology).
- Ability to manage multiple projects, meet deadlines, and work cooperatively with faculty, staff, parents, Center leaders and other stakeholders.
- Excellent written and verbal communication skills.

We are proud to offer you an environment that fosters a culture of kindness and a strong sense of community. You will be working alongside an exceptional faculty, with research based and top-notch curricula, and with students who will make you proud. Our generous compensation and benefits packages are competitive for a top professional in the field.