



DONNA KLEIN JEWISH ACADEMY

Donna Klein Jewish Academy Middle School Assistant Principal Position

The Donna Klein Jewish Academy Middle School seeks an experienced, creative, thoughtful, and flexible, full-time Assistant Principal for the 2023-2024 school year. The appropriate individual will be able to multitask daily while also providing timely follow through to colleagues, teachers, students and families.

The ideal candidate has past leadership experience that includes full school scheduling, Positive Behavior Intervention and Supports, work with Canvas and Blackbaud, as well as dynamic and reflective teaching practices. Candidates should enjoy working with middle school age students. The ideal candidate will have a deep appreciation to develop new programs that promote a positive climate and culture within the middle school.

Responsibilities of the position include but are not limited to:

Scheduling

- Develop and implement the middle school master schedule
- Enter the individual student schedules into the school's information system prior to teacher inservice
- Assists with scheduling for all programs such as holidays, assemblies, and changes in student academic schedules

Student Culture

- Responsible for managing student behavior, enforcing school policies and procedures, and ensuring a safe and respectful learning environment for all students.
- Collaborates with the Principal and other school leaders to support school-wide initiatives, such as improving student achievement and implementing new programs.
- Develops innovative strategies, preventative approaches, and proactive plans for students who exhibit behavioral concerns.
- Tracks all student conduct data in the school information system to include student and parent conversations, consequences, and restorative actions.
- Schedules and oversees teachers leading middle school weekly lunch clubs

Mentoring and Coaching

- Mentors new staff members with acclimation and transition to the middle school, especially as it relates to the area of students, personnel policy and procedures, and general building practices
- Oversees Grade Level Advisors while planning field trips to include logistics and budget

- Supports the Principal in work with parents, teachers, and the community to promote effective communication and ensure positive relations

Parental / Family Support

- Promotes good school-parent relationships as it pertains to student concerns
- Organizing and scheduling parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior
- Works in conjunction with the Principal to supervise all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events
- Plans, oversees, and tracks all student community service for grades 5-8

Supervision and Evaluation

- Conduct informal and formal observations of teachers as directed by the Principal
- Provide feedback to teachers following observations

Qualified applicants:

- Hold a minimum of 3 years of middle school teaching experience
- Have held leadership roles within a middle school setting
- Demonstrate commitment to ongoing professional development in teaching & learning
- Utilize existing school technology and future technology to support all stakeholders; familiarity with *Blackbaud* and *Canvas* are appreciated
- Engage as a team player and bring a positive attitude to the middle school environment

Benefits

Generous benefit package to include two weeks of paid vacation, 12 personal/sick days, Winter and Spring break. Secular and observed religious holidays including early release for Shabat. Medical/Dental/Vision with shared premium costs, employer-paid life insurance, short term and long term disability, 75% Tuition Remission and 403b plan. Salary to commensurate with experience.

Candidates should send a cover letter and resume to Stephanie Bloom-Washofsky via email to bloom-washofskys@dkja.net.