



Principal

The Lerner School

Located in one of the top 5 places to relocate to in the US, The Lerner School is a Jewish community day school in Durham, North Carolina. The school sits on a shared campus of the Jewish community and serves both preschool students (ages 2-5) and elementary students (kindergarten – 5th grade). Since its founding in 1995, the Lerner School has grown to 150 students and more than 35 faculty and staff. It is the only Jewish day school in the Triangle Region, welcoming families from Durham, Chapel Hill, Carrboro, Cary, Apex, and Raleigh.

About the School

Mission:

The Lerner School is committed to achieving the highest standards of academic excellence, fostering learning of Jewish values, culture and traditions, while building a diverse and caring community, one child at a time.

Values:

- One Child at a Time
- Academic Excellence
- Jewish Continuity, Community & Culture
- Pluralistic & Diverse Environment
- Hands-On Integrated Learning
- Community of Life-Long Learning
- Safe & Caring Community
- Social Responsibility & Ethical Thinking

Brief History:

In the early 1990's, a small group of families envisioned a Jewish day school serving our small Jewish community in Durham, North Carolina. They envisioned a place where their children could receive a stellar academic education preparing them for their future education and career endeavors, while also instilling Jewish values, Hebrew, and a love of Israel. In 1995, The Jewish Community Day School of Durham-Chapel Hill opened as a combined class of 13 kindergarten and first grade students. In 1998, the school purchased land and began construction of a new home for the growing student body. In 2005, the school received a generous donation from the Lerner family in honor of the family matriarch, Sandra E. Lerner, and the school was renamed the Sandra E. Lerner Jewish Community Day School.

Lerner graduates and alumni often enroll in some of the most competitive independent schools in our area. Others enroll in public school after graduation. It is also common for Lerner graduates to lead their entire B'nei Mitzvah service and be active in the local

Jewish community by participating and leading in regional and national Jewish youth groups.

The Lerner School is proud of its memberships and affiliations. We are dually accredited by the Southern Association of Independent Schools (SAIS) and Cognia. We are members of the North Carolina Association of Independent Schools (NCAIS), the National Association of Independent Schools (NAIS), and Prizmah: Center for Jewish Day Schools (the Network of North American Jewish Day Schools).

About the Position

Job Title: Principal

Reports to: Head of School

Supervises: Teachers and Students

Nature and Scope:

The school Principal at Lerner supports the work of the Head of School, serving as the General Studies educational leader, responsible for managing and ensuring implementation of the school policies, regulations and procedures to ensure that all students are supervised in a safe Jewish learning environment that meets the approved curricula and mission of the school.

In the pursuit of academic excellence the Principal works collaboratively to direct and nurture all members of the school teaching staff hired by the Head of School while also communicating effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development and working with the Head of School on personnel management, emergency procedures, and facility operations.

Job Functions and Responsibilities:

- Assist the Head of School in establishing and promoting high standards and expectations for all students and teaching staff for academic performance and responsible behavior.
- Establish the annual schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
- Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of varied instructional strategies and materials consistent with research on learning and child growth and development.
- Evaluate and select instructional materials and equipment.
- Support the Head of School in ensuring a safe, orderly environment that encourages students to take responsibility for behavior.
- Establish a professional rapport with students and with staff. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.

- Work with teaching staff to ensure that consistent behavior management strategies are being used throughout the school.
- Maintain a positive, cooperative and mutually supportive relationship with staff.
- Research and collect data regarding the needs of students.
- Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns and physical and emotional needs.
- Meet weekly with each teacher.
- Maintain a master schedule.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
- Use effective presentation skills when addressing students, staff and parents.
- Complete in a timely fashion all reports or letters requested by the Head of School.
- Establish procedures for safe storing and integrity of all confidential school records.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing information within legal confines.
- Attend all required meetings including those in the evenings or on weekends.
- Develop General Studies curriculum and work with the Head of School and Director of Jewish Life to integrate with Judaic Studies curriculum.
- Ensure regular and continual evaluation of curriculum and implement changes appropriately.
- Guide the creation of integrated units of study for the classroom by working with teachers to write, implement and evaluate such units.
- Nurture both students and teachers to achieve their greatest potential academically and instructionally.
- Plan and provide opportunities for Professional Development.
- Work with the Head of School on the evaluation, communication and documentation of teachers' performance on a regular basis with a minimum of two discussion-based evaluations per year.
- Schedule and plan for visiting artists and other professional resources to come to the Lerner School for enrichment activities which support the curriculum.
- Work with Advancement department, specifically around recruitment, admissions, enrollment, and fundraising efforts.
- Write articles for weekly faculty newsletter and weekly community newsletter
- Work with the Head of School on the school calendar.
- Interview new staff members.
- Review report cards and all newsletters before distribution.
- Set up New Faculty Orientation.
- Oversee standardized testing.
- Oversee Elementary Educational Budget.

Qualifications:

- Master's Degree or higher in Elementary Education or Educational Leadership.
- At least 3 years of leadership experience in an elementary or secondary school (5+ years preferred).
- At least 3 years of classroom teaching experience in an accredited elementary school (5+ years and private school experience preferred).
- Proficient with Word, Excel, Gmail, and Google Suite and able to learn other programs quickly.
- All employment offers are contingent on passing a full background check.

Salary and Benefits:

Salary commensurate with experience.

Medical, dental, vision, LTD & STD, paid vacation & sick time, 403b retirement plan.

About the Community

The Lerner School is located in Durham, North Carolina, one of the fastest growing areas in the United States and boasts a growing Jewish community. The school is located on a shared Jewish campus with the Judea Reform Congregation and the Durham JCC/Federation (known as Jewish For Good). Our location is close to Duke University, UNC Chapel Hill, and Research Triangle Park (RTP).

Major Academic Institutions in the community:

- Duke University
- University of North Carolina at Chapel Hill (UNC)
- North Carolina State University (NCSU)
- North Carolina Central University (NCCU)
- Beth El Synagogue (Durham - conservative with orthodox minyan)
- Judea Reform Congregation (Durham - reform)
- Kehillah Congregation (Chapel Hill - reconstructionist)
- Beth Meyer Synagogue (Raleigh - conservative)
- Temple Beth Or (Raleigh - reform)
- Temple Beth Shalom (Cary - reform)
- Congregation Sha'arei Shalom (Raleigh - orthodox)

Major Cultural Institutions in the Community:

- Durham Performing Arts Center, One of the top 10 theaters in the United States
- Carolina Theater, annually over 60 concerts, films & film series, Durham Symphony, in art deco venue
- Carrboro Arts Center, theater, concerts 93,000 patrons annually

- Progress Energy Performance Center, home of Carolina Ballet, NC Symphony, dozens of performances
- American Dance Festival, a 6 week modern dance event with international groups, including Israeli
- Full Frame film festival—annual documentary festival
- Dozens of other music and live theater venues
- Sports, including AAA baseball (Durham Bulls), professional hockey (Carolina Hurricanes), professional soccer (Carolina Railhawks), Atlantic Coast Conference (ACC) college sports

To apply to become the next Principal at The Lerner School, please send a resume and cover letter to Traci Stratford, Director of Catalyzing Resources Programs, Prizmah: Center for Jewish Day Schools, tracis@prizmah.org.