



## **Head of School**

### **Austin Jewish Academy, Austin, Texas**

#### **About the Austin Jewish Academy**

The Austin Jewish Academy (AJA) opened in 1997 and is the only Jewish day school in Austin. Open to all learners, our community school serves 130 students in grades K-8 who come from a wide variety of Jewish backgrounds and observances. Our progressive pedagogy, small class size and emphasis on social emotional learning together with our pluralistic Jewish education sets us apart from other independent schools in the area. A primary goal of the AJA is to provide academic excellence in all disciplines and prepare our young scholars for their current and future academic careers. This goal includes developing students' roles as leaders equipped with critical-thinking skills as well as emotional and social intelligence. The AJA offers a project-based secular curriculum with significant STEAM programming, as well as the integration of a multifaceted Jewish education to promote the mission and goals of the organization. The AJA is accredited through AdvancED and is affiliated with Prizmah.

The AJA is located on the beautiful and tranquil 40-acre Dell Jewish Community Campus, which is home to Shalom Austin – the campus-wide organization that includes the Austin Jewish Federation, the Austin JCC, the Austin JFS, and the Jewish Foundation. Included among this campus of Jewish organizations are the synagogues Beth Shalom, Agudas Achim and Beth Abraham.

#### **The Head of School**

The Head of School (HOS) is the Chief Executive, Administrative and Educational Officer of the School. Reporting to the School's Board of Trustees (BOT), the Head of School has the ultimate responsibility for ensuring the articulation, implementation and advancement of the AJA vision and mission in continuation of two decades of exceptional educational development and achievement. As the top professional leader, the HOS will be responsible for all operations of the school, including supervision of the administration, as well as having direct oversight of the institutional advancement, community relations and financial operations. As a leader in the Austin Jewish community, the HOS is responsible for motivating and inspiring faculty and non-academic staff, connecting with students and parents, and serving as the outward face of the AJA.

The Head of School has several key areas of responsibility. This list is a summary of the job to help establish a general idea of the duties and is not exhaustive.

- **Vision and Long-Term Planning** - Along with the AJA Board of Trustees and other stakeholders, the HOS is involved in the development of resources and the long-term planning and management necessary to accommodate the growing AJA student body
- **Community Outreach** - Serve as the AJA Ambassador to the Jewish community as well as the greater Austin community
  - Marketing – oversee all AJA Marketing and Public relations
  - Maintain frequent and regular communications with families through a newsletter, school website, one-on-one meetings, etc. as appropriate; and
  - Marketing for the purposes of maintaining enrollment and development
- **Jewish Education and Engagement** - This is a primary area of responsibility
- **Institutional Relationships** - Sustain partnerships and relationships with other Jewish leadership in the community, both professional and lay leaders
- **Fundraising/Financial Development** - Develop, identify, and secure funding from foundations, corporations and individual donors through an overall fundraising and fiscal strategy that supports the annual operating budget and AJA's longer term strategic plan
- **Day to Day Operation of the AJA**
  - Management of Professional and Academic Staff
  - Finance and Business Management – oversee annual budget
  - Program Management – evaluate current programs and assist in the development and innovation of new programs.
  - Responsible for overall operations, including and not limited to vendor management payroll, facilities, and more

## The Faculty

Our dedicated and stellar faculty at the AJA make the difference with their experience and passion. Our longest serving teachers have been teaching for more than 20 years. Our faculty treasures the small class sizes, warm family atmosphere, educational grounding in Jewish ethical values, and collaborative atmosphere that have been the keys to AJA's success. The HOS is expected to maintain this collaborative culture, to evaluate and mentor faculty, and to ensure continued professional development and continued education for all faculty.

## The Students

The AJA students reflect tremendous socio-economic diversity, languages, experiences, and backgrounds. Our students also exhibit various learning styles, including those with differentiated needs, gifted, and exceptional talents. As a small school, the AJA prides itself on meeting the individual needs of each child.

## **Compensation and Benefits**

The HOS is a full-time executive level position with a competitive salary and benefits. Additionally, AJA offers an annual cost of living salary adjustment, healthcare for all employees and their families, and other benefits, including vacation, continuing education reimbursements and funds for professional development conferences, and more. The salary range and benefits are flexible for the right candidate.

## **Start Date**

August 1, 2023. This date is flexible if an earlier start is preferred.

## **About Austin, Texas**

Austin, Texas is one of the fastest-growing cities in America. The local Jewish community is vibrant and diverse and includes 12 congregations, several havurot, the Kosher Store, a thriving Hillel and Chabad at the University of Texas, a Jewish theater, two Jewish preschools, active seniors' groups, growing synagogue affiliation, engaged young adults and young families, and an average age in the 30's. Both Austin and the AJA are growing communities, as more and more people are choosing to move to Austin. The construction currently in progress on Dell Jewish Community Campus is part of the 25-million-dollar Generations campaign and illustrates the community's growth and commitment to serve Austin's Jewish population in a way which best meets its needs.

## **Who Should Apply / Competencies, Qualifications and Requirements**

The AJA is looking for a HOS who has most or all of the following:

- Experience in a Jewish day school, as an associate principal, principal, associate HOS, Jewish studies chair, or long-time teacher and/or administrator
- Demonstrated success managing a school (or similar) administrative function
- Demonstrated in fundraising for a private school or similar institution
- Strong familiarity with project-based learning methods
- Minimum 5 years of experience in leadership position within a private school
- Master's degree in education or similar field. PhD preferred.

To apply to be the next head of school at Austin Jewish Academy, please send your resume and cover letter to Amy Wasser, Senior Director of Prizmah School Services, at [amyw@prizmah.org](mailto:amyw@prizmah.org). Your application and resume will be kept confidential.