



Assistant Principal, Grades 2-8

Milton Gottesman Jewish Day School of the Nation's Capital is a PK-8 school in the heart of Washington, DC with two campuses, 465 students, and 115 staff members. Our northern campus serves 350 children grades 2-8. We are seeking a dynamic, thoughtful, empathetic, flexible, and principled leader to serve in this newly opened position for 2023-2024 and to help lead our community into MILTON's next phase of growth. We seek an Assistant Principal who will help move our [mission](#) forward and who will lead students, staff, and programming with a grounding in our [core values](#).

The MILTON Assistant Principal for grades 2-8 reports to and works in partnership with the Principal for grades 2-8. A successful candidate will have a keen understanding of the developmental needs of 7-to-14-year-old students, be committed to our school's Jewish values and mission, possess excellent interpersonal and communication skills, and be well-versed in current research around teaching and learning. In collaboration with the Principal, the Assistant Principal's portfolio will include student affairs, co-curricular programming, community norms and expectations, scheduling, and other duties as needed. In addition, there is an opportunity to collaborate with other school leaders, teacher leaders, and student support team colleagues around homeroom and advisory programming, Jewish life activities, experiential learning, and more. In the absence of the Principal, the Assistant Principal acts as the administrator-in-charge of the campus.

In addition to the following responsibilities, we are looking for a leader who will:

- Be an enthusiastic teacher and supportive guide for students.
- Embrace partnerships and collaboration with colleagues, students, and families.
- Empower and enable team members to work from their interests and expertise.
- Lead with humility and humor.
- Be a team player and inspire others to want to give their best to the team.
- Demonstrate a personal and professional code of ethics that honors the humanity, potential, and rights of every student and staff member.

Minimum Qualifications:

- Demonstrated:
 - Passion for working with children and creating the best conditions for their learning and growth.
 - Commitment to the success of all students through advocacy, relationship-building, and creative thinking to ensure student success.

- Strong written, oral, and non-verbal communication skills, including interacting with compassion and empathy, recognizing and appropriately responding to feelings and other non-verbal indicators and cues.
- Responsiveness to the diverse needs of students, their families, and faculty; sensitivity to diverse backgrounds represented within and outside of the Jewish community.
- Modeling of growth mindset and commitment to professional and personal growth.
- Positive attitude and good judgment in the face of challenging situations.
- Capacity for creative problem solving, critical thinking, ability to think on one's feet, and flexibility.
- Excellent work ethic; models respect, honesty, and integrity.
- Ability to uphold and communicate rules and expectations.
- Master's Degree in Education or related field.
- Approximately ten (10) years (or more) of experience working in a school setting.
- Several years of supervisory and/or leadership experience in an educational setting, ideally in an elementary or middle school environment.
- Experience teaching in a 2nd-8th grade school setting.
- The flexibility to meet job requirements beyond the school day.
- Ability to lead Shabbat and *Tefilah* activities strongly preferred.
- Ability to support faculty in all areas of curriculum (core literacy, math, science, social studies, as well as Hebrew, Judaic studies, and specials) and research-based instructional strategies.

This is a 12-month, exempt position that reports to the Principal for grades 2-8. This individual works during regular school hours with the understanding that meetings, school events, and other needs may take place outside of those hours.

A flexible and can-do attitude is a must. This is a new role which may evolve; as a small and growing school, we pitch in where and when needed, whether to take on new tasks or to support a temporary need.

Specific Job Responsibilities Include the Following:

Academic Program

- Work with the Principal to refine, communicate, and ensure the daily embodiment of the school's mission, goals, and expectations in Grades 2-8.
- In partnership with relevant colleagues, develop daily schedules, peer groupings, teacher assignments, and standardized testing logistics in holistic ways that support students, educators, and curriculum.
- Track data (assessments, attrition, gaps in coverage, etc.) to spot trends and proactively address areas of challenge and success, in and out of the classroom.
- Coordinate, in collaboration with our Event and Program Manager, recurring and special events, assemblies, programs, and field trips.

- Serve as Grades 2-8 liaison for student clubs, events, and extracurricular activities.
- Potentially teach a non-credit bearing class.

Student Support

- Support positive behavior and classroom management, primarily by supporting team members in the classroom (teachers, guidance counselor, etc.) and secondarily through direct interventions, where needed.
- Drive regular and episodic communication with families about divisional news, student needs, Grades 2-8 events, etc.; Empathetically and constructively engage in conversations with parents and all stakeholders.
- Monitor special academic or social issues/concerns affecting particular students and work with both SST team members and teachers to strategize and carry out success plans.
- Collaborate with relevant teacher leaders on homeroom and advisory programming.

Teacher Support

- Celebrate teacher successes and foster a culture of *hakarot hatov* (calling out the good).
- Be present before and after school to support teachers with unanticipated needs to open or close their teaching day successfully.
- Work with teachers to improve report card/conference systems and strategies; read and provide feedback on report cards.
- Work with key team members to develop and ensure follow-through on support for teachers facing ongoing or episodic challenges that are beyond the scope or capacity of their department chair.

Admissions

- In partnership with the Principal and Director of Admissions, sit on relevant admissions committee discussions for students transferring into 2-8th grades.
- Attend open houses, transition meetings, etc. and serve as the designee for the Principal when she is not present.
- Support and advise individual families through the outplacement process for 8th graders.

Other

- Serve as the lead academic administrator of North Campus when the Principal is away.
- Coordinate with other members of the institution on operational, budgetary, programmatic, philanthropic, and other initiatives and programs.

Applicants:

Annual compensation for this role will range from \$95,000 - \$115,000, commensurate with experience. A full suite of benefits, funding for professional development, relocation expenses, and a supportive and collaborative workplace are also available to our newest team member! To apply to become MILTON's Assistant Principal for grades 2-8, please send a cover letter and resume to our search consultant at *Prizmah: Center for Jewish Day Schools*, Traci Reisberg (Tracir@prizmah.org).