



IRVINE **HEBREW** DAY SCHOOL

Head of School

Opportunity Statement

Irvine Hebrew Day School

1500 E. 17th St.

Santa Ana, CA 92705

IrvineHebrewDay.org

(949) 478-6818

IHDS Background

Irvine Hebrew Day School (IHDS) opened in 2014 with six students in a single kindergarten classroom in Irvine, CA; today, IHDS has 70 students in a K-8 WASC accredited school on a 5-acre campus in Santa Ana. IHDS is an independent Jewish Day School that welcomes all Jewish families. Our families come from all backgrounds in the Orange County area, and range from very religiously observant to religiously unaffiliated. We are committed to maintaining a diverse culture where everyone feels a sense of belonging grounded in Jewish tradition.

IHDS has been building its reputation as a school committed to excellence in academics, Jewish learning, and social emotional development. Primed for the next phase of our growth trajectory, we are seeking committed leadership with vision and a pioneering spirit, who embodies the school's educational and Jewish values.

IHDS Mission and Values

The mission of Irvine Hebrew Day School is to cultivate innovative and creative thinkers, promote inquiry and personal excellence, live Jewish unity by embracing Jewish diversity, foster compassionate and respectful citizens and leaders, build a Jewish community of joyful learning and nurture a thoughtful, spiritual and personal relationship with Jewish life, Torah learning and the State of Israel.

The following are cornerstone values of IHDS:

- Our curricula encourage **critical thinking**, problem solving, collaboration, effective communication, and development of positive middot. Our learning in all subjects is inquiry-based and experiential.
- IHDS is committed to a rigorous religious and **text-based Torah education** that encourages inquiry, preparing students to lead meaningful and fulfilling Jewish lives.
- IHDS is committed to **connecting students with Israel** through celebrations and study of Israel's regional innovations (Israel STEAM).
- IHDS encourages **different modalities of learning**, supporting those with learning needs and those who are identified as highly gifted. We also have flexible pedagogy methodologies that are optimized to support each classroom as opposed to a rigidly bound top down educational philosophy.

- IHDS is committed to a **solution-focused culture** among students, staff, administration, and parents. Our social emotional approach permeates all of our interactions. We are committed to ensuring hiring and supporting highly experienced educators who are skilled at implementing engaging, differentiated curriculum, so that all students reach their full potential. All of our General Studies staff are credentialed.

The IHDS HOS Position

The Head of School should embody the values of the school and articulate the mission for all aspects of the school's program. The Head of School should foster the traditions, relationships, and practices that determine the school's climate and culture. The Head of School is committed to supporting the school's growth in all areas, and evolving in accordance with the school's needs and priorities. The Head of School is the sole employee of the Board of Directors and is responsible for the overall management of the school, in accordance with the Board's policies. The Head of School is the spokesperson for the school with all its internal and external constituencies.

Qualifications

The Head of School will be a creative, hard-working, emotionally intelligent educational leader who demonstrates the following competencies and characteristics:

- Committed and passionate proponent for Jewish day school and strong sense of self.
- Articulate ambassador of IHDS to existing and prospective families, community, Jewish organizations and agencies
- Excellent at outreach and building community through engagement, and a proven record in fundraising and development
- Ability to solve organizational challenges creatively and collaboratively, and to be a reflective leader who conscientiously strives to learn and grow from experience
- Proven ability to communicate with, manage, respect, and inspire the team
- Respected leader who listens well, empowers others, and delegates effectively
- Visionary leader with a pioneering spirit, and the ability to build consensus and take IHDS to the next level

- A proven track record in sound fiscal management of an organization, institution, non-profit or for-profit entity
- A Master's degree or higher in education, educational leadership, non-profit leadership, rabbinic ordination, or related degree
- Preferably at least five years of Jewish day school, other independent school, or non-profit leadership experience

General Responsibilities of the HOS

- Keeps the board informed of all matters relating to the school, and seeks direction from the Board on new initiatives.
- Embodies the values of the school and articulate the mission for all aspects of the school's program:
- Upholds the academic and ethical standards of the school and promotes a healthy school culture
- Fosters professionalism, collegiality, and ethical conduct in the faculty.
- Oversees all employment and human relations matters
- Optimizes the physical learning environment by oversees campus operations
- Understands and supervises the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditors.

Fundraising Responsibilities of the HOS

- Leads, plans, and optimizes the school's fundraising programs such as the annual fund, capital campaigns, planned giving, and major events.
- Leads and supervises the schools development efforts in identifying, cultivating, stewarding, and communicating with past, current, and prospective donors.
- Oversees the school's relations with its donors including development and maintenance of the donor database, communications programs, and special events.

Recruitment/Retention Responsibilities of the HOS

- Supervises and assists the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website, information dissemination, and the admissions decision-making process.

- Oversees the recruitment and retention activities with the goal of filling the classrooms with good-fit students and families.

About the Orange County Community

Orange County is a desirable location, with local universities, Hi-tech companies, and other job opportunities for young families. Orange County is a diverse Jewish Community with three day schools: a Chabad school, a K-12 open enrollment college preparatory school and IHDS, committed to a robust secular and Judaic program for all Jewish families. With over 80,000 Jews in Orange County and fewer than 1,000 Jewish students enrolled in the three schools combined, there is an untapped market for a community based Jewish school committed to academic excellence, comprehensive Jewish learning, and social emotional development.

Opportunity

The IHDS Board of Directors views this position as an opportunity for a highly motivated individual to truly make a difference, transforming the future of the school, the community, the students, and families. Applicants should feel a sense of enthusiasm and purpose, and view him/herself as someone to be entrusted with this incredible responsibility. We look forward to getting to know you and discussing your future at IHDS. Interested candidates should send a cover letter and resume to our search consultant at Prizmah: Center for Jewish Day Schools, Traci Reisberg, Director, Prizmah School Services and Catalyzing Resources at [**tracir@prizmah.org**](mailto:tracir@prizmah.org).