



Job Description for Director of Jewish Studies

Gideon Hausner Jewish Day School, 2023

Gideon Hausner Jewish Day School, a TK-8th grade Jewish community day school in Palo Alto, CA with over 300 students, is seeking a Director of Jewish Studies.

As a member of the senior administrative team, the Director of Jewish Studies works very closely with the Head of School and the academic leadership team in developing and implementing strategic initiatives.

The Director of Jewish Studies serves as an instructional leader who directs the development of curricula, and promotes faculty's on-going professional development especially through observing and giving timely constructive feedback to faculty.

The Director of Jewish Studies serves as a senior administrator, reporting to the Head of School. S/he is the point person for student and parents' questions and concerns about Jewish Studies. In addition, s/he will serve as a representative of the school to the broader community. Effective communication, collaboration and proactive management is key to success in this position.

As an instructional leader, the Director of Jewish Studies is responsible for:

- Working in close partnership with faculty and the learning support team to guide, evaluate and improve upon the academic program to ensure that it meets the needs of all learners.
- Promoting an educational vision and effectively manage day-to-day operations that puts student learning and the student experience as the focus of his/her work.
- Serving as a resource to Jewish Studies staff planning, leading and overseeing school rituals (Kabbalat Shabbat, tefilah, havdalah) and holiday programs.
- Teaching at least 2 Jewish Studies courses in lower and/or Middle School.
- Coordinating, leading or overseeing all-school Jewish holiday celebrations.
- Serving as a liaison to congregations and as a representative of the school in the larger community.
- Ensuring quality instruction by inspiring and collaborating with faculty to improving teaching and learning.
- Overseeing the scope and sequence of Jewish Studies curriculum.
- Planning and orchestrating annual 8th grade Israel trip.
- Ordering textbooks and supplies for Jewish Studies.
- Developing and implementing Jewish adult education programs for parents.

- Representing the school in public forums and partnering in community outreach and recruitment activity.
- Envisioning, planning and executing orientation for new teachers, professional development days, and faculty meetings in close collaboration with other administrators and the instructional leadership team.
- Providing timely and effective supervision and evaluation of faculty, ensuring that all faculty receive regular feedback on their teaching and overall performance.
- Making recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.

Leadership Qualities:

- Leadership, organization, and management skills along with outstanding interpersonal skills, and the proven ability to lead change and improvement initiatives;
- Deep understanding of K-8 school culture, curricula and pedagogy through experience working in K-8 setting;
- Ability to model and to lead others effectively in managing relationships, navigating conflict, and fostering a positive work environment;
- Collaborative leadership style
- Reflective thinking with a willingness to examine and grow his/her own leadership practice
- Creative problem-solving and the ability to envision new, compelling educational programs

Capacity to partner with HOS and other school leaders in fundraising, donor cultivation and recruitment.

Preference will be given to candidates with previous teaching and administrative experience in a K-8 Jewish Day School, with proven leadership skills, and with an advanced Jewish Studies and/or Rabbinic degree.

To be considered for the position of Director of Jewish Studies, please send a cover letter and resume to our search consultant Amy Wasser, Senior Director of Prizmah School Services, from Prizmah: Center for Jewish Day Schools at amyw@prizmah.org.

The salary range for this position is \$140,000-\$175,000. However, a job offer will typically fall in the range of 80%-120% of the established mid-point. An offer will take into consideration the experience of the final candidate and the equity of individuals working in a similar role.