



## **Assistant Principal/Director of General Studies**

The Hebrew Academy of Nassau County High School is a mission-driven, modern Orthodox, co-educational private yeshiva high school located in Uniondale, Long Island, which is part of an N-12 program. The high school has 300 students and the full N-12 program has more than 1000 students and is rapidly expanding with a 100,000 square foot N-8 campus ready for September 2025. HANC High School sits on a 6+ acre campus nestled adjacent to Hofstra University. Supporting neighborhoods include West Hempstead, Oceanside, Plainview, Great Neck, and Queens among many other Long Island Orthodox communities.

HANC is seeking a dynamic individual to serve as Assistant Principal/Director General Studies.

Ideal candidates will be organized, values-driven, creative, collaborative and thrive in a fast-paced, dynamic work environment. Additionally, they will have 3-5 years of administrative experience in a yeshiva environment having honed exceptional communication and interpersonal skills and the ability to interact comfortably with all constituencies.

\*\*\*

### **Assistant Principal/Director of General Studies**

#### **Reporting Structure:**

Reports to the Menahel/Principal. Directly oversees General Studies Department Chairs, Hebrew Language Chair, and General Studies faculty. Collaborates with the Associate Principal, Deans of Students, and High School Administrative Team (HSAT.) Supported by three administrative assistants.

\*\*\*

#### **Key Responsibilities:**

#### **Faculty Management:**

- Lead recruitment, hiring, training, orientation, and mentoring of General Studies faculty.
- Conduct formal and informal evaluations and observations in collaboration with department chairs.
- Provide and encourage professional development and ensure faculty meet school standards.

### **Curriculum & Academics:**

- Oversee the development, implementation, and review of curricula, academic standards, and scope and sequence.
- Innovate and enhance General Studies and co-curricular offerings to meet student needs.
- Monitor compliance with academic benchmarks, grading policies, and state requirements.

### **Student Development:**

- Promote a positive and productive learning environment that fosters growth in academics and citizenship.
- Provide guidance for students' social, emotional, and academic needs in coordination with other staff.

### **Parent & Community Engagement:**

- Serve as a primary contact for parents regarding General Studies and address concerns promptly.
- Communicate school programs, policies, and expectations to students, parents, and staff.
- Represent the school at community events and with external stakeholders as needed.

### **Administrative Oversight:**

- Maintain detailed records for accreditation, state compliance, and grant purposes.
- Coordinate master scheduling, academic calendar, and alignment with state codes.
- Supervise compliance with safety and operational standards.

### **General Leadership:**

- Be a visible and accessible presence in classrooms, hallways, and school events.
- Address issues and conflicts proactively and in collaboration with the Menahel/Principal.
- Participate in broader school leadership decisions and strategic planning.

\*\*\*

### **Competitive Compensation.**

### **Application Process:**

Please send your resume and cover letter to our search consultant, Amy Wasser, Senior Director of Consulting at Prizmah: Center for Jewish Day Schools, [amyw@prizmah.org](mailto:amyw@prizmah.org).

All inquiries will remain confidential.