

**Job Title: Head of School, Syracuse Hebrew Day School (SHDS)**  
**Reports to: The SHDS Board of Directors**

**Primary Function:**

The Head of School is responsible for advancing the mission of the Syracuse Hebrew Day School (SHDS). SHDS, a pluralistic not-for-profit educational corporation operating under the laws of the State of New York, is committed to providing excellent secular and Jewish education for K-6 children in the Greater Syracuse area. The Head of School is the chief executive officer of SHDS and oversees and ensures that the day-to-day operations of the school run smoothly and with integrity. The Head of School provides leadership for faculty and staff in the development, implementation, and evaluation of a comprehensive educational program geared toward excellence in secular studies, Judaic studies, and auxiliary programs. The Head of School must be committed to: focusing on education within a diverse Jewish community day school; inspiring and mentoring teachers and students; and communicating effectively about the school and its mission with parents, students, alumni, and the greater community. The Head of School serves as a role model for the Jewish culture and community of the school and will work with its Board of Directors to ensure the school's continued viability in terms of financial stability, recruitment, and retention.

**Job Qualifications:**

The Head of School must have significant experience in the field of education and must possess dynamic leadership skills. In addition, the Head of School must have proven competence in institutional advancement and development, including successful grant writing and fundraising. An advanced (Master's or above) degree in the area of Judaic or secular elementary education, educational leadership, academic administration, or its equivalent, is strongly preferred.

**Responsibilities of the Head of School:**

**Curriculum/Instruction:**

The Head of School will provide educational leadership for the continued development of a secular and Jewish studies curriculum with high academic standards and use of best practices. The Head of School acts as a role model in demonstrating leadership, management, and instructional skill, and promotes an environment collectively committed to excellence in elementary education.

- A. Demonstrates knowledge of federal, state, and local curriculum requirements.
- B. Engages in ongoing curriculum development for Judaic studies, secular studies, and auxiliary programs (art, music, physical education etc.)
- C. Reviews textbooks and other instructional materials (computers, audio-visual equipment, etc.)
- D. Utilizes test results to analyze program effectiveness and identifies areas in need of improvement.

E. Provides resources (including community resources) for faculty to develop instructional materials.

### **Student Relations:**

The Head of School inspires confidence and a love of learning in the student body and works to meet the needs of students with diverse learning styles. The Head of School administers the systematic evaluation of student progress, and maintains and implements a safe learning environment.

- A. Plans and coordinates activities designed to recruit new students and retain enrolled students.
- B. Provides for the maintenance of accurate and current personnel, student, and fiscal records.
- C. Administers systematic and effective methods of objectively monitoring and evaluating student admission and progress. Supervises the preparation of progress reports that are sent to parents and parent-teacher conferences.
- D. Works in conjunction with professional staff and parents to refer students to appropriate additional resources and provides follow-up and evaluation of the effectiveness of additional resources.
- E. Maintains adequate student discipline through the implementation of a fair and effective discipline policy and supervises the implementation of rules and procedures for student and staff safety. Provides assistance to the professional staff in developing effective classroom management and discipline techniques.
- F. Monitors and coordinates student extra and co-curricular activities, including assemblies, holiday programming, class trips, field trips, graduation, student council and other activities.
- G. Demonstrates knowledge of, and compliance with, federal, local, and state child protection laws.

### **Supervision of Faculty and Staff:**

The Syracuse Hebrew Day School's By-Laws designates the Board of Directors to hire and discharge the Head of School and to approve the general terms of other staff employment agreements. The Head of School is also responsible for the supervision of faculty and staff as detailed below.

- A. Hires, orients, evaluates and gives assignments and schedules to office staff.
- B. Hires, orients, supervises and gives assignments and schedules to faculty.
- C. Participates in the Education Committee's evaluation of faculty.
- D. Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents.
- E. Demonstrates good interpersonal skills by respecting confidentiality, demonstrating self-control, responding positively to challenges and constructive criticism, and practicing a professional code of ethics.
- F. Anticipates problems and makes timely, clearly communicated and effectively implemented decisions.

G. Treats all individuals with respect and dignity and develops and maintains positive staff morale.

### **Professional Staff Development for Head of School, Faculty and Staff:**

The Head of School ensures that the faculty and staff enjoys opportunities for professional development and advancement, and will inspire progress and accountability while working to retain faculty and enhance faculty cohesion.

- A. Implements an effective orientation for new teachers and staff.
- B. Plans informative and instructive faculty meetings that develop enhanced student outcomes.
- C. Utilizes the expertise of the faculty to identify, plan and implement appropriate staff development programs including in-service trainings and workshops.
- D. Promotes and maintains a system of accountability for the professional development of faculty.
- E. Participates in own professional growth by belonging to appropriate organizations for heads of schools, attending relevant meetings and seminars, and staying current in administrative techniques, teaching content, and learning processes.

### **Supervision and Administration of the Physical Plant:**

SHDS leases space from the Jewish Community Center (JCC). The Head of School is responsible for the day-to-day supervision of this space and for communicating effectively with JCC administrative staff for its regular upkeep and maintenance.

- A. Monitors school building and grounds to ensure a safe, well maintained, and aesthetically pleasing environment.
- B. Purchases, distributes, and maintains equipment and supplies.
- C. Maintains a kosher and orderly cafeteria.
- D. Provides safety and order at students' arrival and dismissal.

### **Parent and Committee Relations:**

The Head of School will effectively communicate with parents and school committees, recognizing the need for transparency while mindful of the need for confidentiality.

- A. Works with the Board of Directors and other standing committees to define, articulate, and promote the school's philosophy and its mission.
  - B. Assists the standing committees in meeting their responsibilities.
  - C. Works with the standing committees to create schedules and an academic calendar that promotes the school's objectives.
  - D. Interacts with parents to promote positive relations and encourages parent visits and involvement in school activities.
  - E. Communicates with parents through orientations, parent handbooks, regular newsletters, open school night, and conferences.

### **Community Relations:**

The Head of School will build relationships and communicate effectively with the local and larger Jewish and non-Jewish community, including the Jewish Federation, JCC, area synagogues, private independent school, school districts, colleges and universities, RAVSAK and PEJE, to create synergies.

- A. Acts as a liaison to local and state Boards of Education.

### **Fiscal Responsibility:**

The Head of School will develop and manage an operating budget and work to reduce any deficit while maintaining the integrity of the academic mission of the school. The Head of School will establish a culture of giving by cultivating major donors and ensuring that fundraising goals are achieved. The Head of School will increase the public visibility of the school and will serve as a representative of the school within, and outside of, the Greater Syracuse community.

#### 1. Budget Preparation and Resource Allocation

- A. Works with the Board of Directors and Finance Committee to effectively allocate fiscal resources, prepare accurate budgets, and monitor expenditures.

#### 2. Fundraising and Development

- A. Articulates the core values of the school to the community as part of fund raising and development activities.
- B. Advises the Board on fund-raising and development needs and plans and is responsible for the cultivation and solicitation of annual, capital and major gifts.

#### 3. Grant Writing

- A. Takes a leading role in planning, soliciting, and implementing grant writing activities of the school.
- B. Encourages teachers and staff to apply for grants.
- C. Works with the Grant Writing Committee to locate new grant opportunities and facilitates applications for such grants.

*This document was prepared by the SHDS Search Committee to Select the New Head of School in Fall 2009-Spring 2010. The document is effective from March 2010, following its endorsement by the SHDS Board of Directors.*