

Lower School Principal

Job Description

Columbus Torah Academy

Columbus Torah Academy is seeking a dynamic educational leader for the position of Lower School Principal.

Columbus Torah Academy, accredited by ISACS, is an independent, coeducational, K-12, college-preparatory Jewish day school dedicated to developing educated, contributing, active, aware members of contemporary American and Jewish societies. The dual curriculum of General and Judaic Studies with Hebrew Language taught in all grades creates an environment that is challenging and rigorous yet the family atmosphere of the school is nurturing and warm. One hundred percent of our graduates attend college, and the CTA mission--*Inspire. Learn. Achieve.*--describes our educational philosophy to inspire each student to strive to meet his or her potential, and to celebrate excellence. CTA has been educating Jewish students for six decades and is located on a magnificent 42 acre suburban campus.

CTA's educational administration includes a Head of School, Lower School Principal (K-6), Upper School Principal (7-12), and Hebrew Language Department Chair (K-12). Principals and Department Chair all report to the Head of School. The Lower School Principal will be responsible for the daily administration of the Lower School and also for developing short and long term goals for all aspects of CTA's Lower School.

Please visit the school's website at www.torahacademy.org for a detailed description of the school and its programs.

The Lower School Principal will provide instructional leadership, will recruit, develop and supervise staff, will recruit students and aid in marketing the school and work closely with families to maximize the educational experience for every student enrolled in the Columbus Torah Academy Lower School. The Lower School Principal is the primary contact point for parents in Grades K-6 and interacts closely with parents in dealing with academic, social and emotional issues that arise for students in the Lower School.

Daily and ongoing responsibilities:

- Administer all aspects of the Columbus Torah Academy Lower School Grades K-6.
- Supervise the daily operation of the Lower School.
- Arrange schedules for all Lower School classes and make room assignments.
- Coordinate remediation and enrichment as appropriate.
- Deal with issues of discipline as they arise.
- Work with parents to resolve any academic, social or emotional issues that may arise.
- Supervise and participate in the development, preparation and revision of curriculum for all programs of study in the Lower School.
- Schedule and implement standardized testing for the Lower School
- Work with Upper School Principal and Executive Secretary on state funds and ordering
- Ensure that parents are receiving important information from school and that communication policies from teachers are effective and clear to parents with daily, weekly and ongoing scheduled emails, newsletters and updates.
- Expected to have professional presence and interact with students and families in an

- authentic and empathetic way.
- Oversee Nurses' office

Faculty Supervision:

- Coach and evaluate faculty and staff on an ongoing basis in keeping with the school's mission and in keeping with the school's policies and procedures.
- Conduct faculty meetings and implement programs of staff development.
- Make recommendations to the Head of School regarding continued employment of faculty.
- Work with other Administrators on implementing Professional Development, including August In-Service.

Record Keeping:

- Maintain student and faculty records in an orderly manner and in keeping with standards established by the State of Ohio.
- Maintain policies required to sustain an accreditation by ISACS.
- Conduct the school's program of standardized testing.
- Accept responsibility for report cards, from layout to data entry to distribution

Community involvement and outreach:

- Communicate the school's mission, philosophy, goals and objectives and articulate the school's curriculum to the various stakeholders in the school community.
- Represent the school at non-school communal functions.
- As necessary, meet with and make reports to various governing committees.
- Work with the school's admissions office to recruit students, to include touring and speaking with prospective families.

General/Miscellaneous:

- Work with the Head of School and the Board of Directors on school-wide plans for school improvement.
- Keep abreast of developing trends in education and, as appropriate, share such information with faculty and the various school stakeholders.

Skills/Qualifications

- College degree
- Graduate degree in related field is preferred but not required
- Experience in supervision/management
- Excellent communication skills in both speaking and writing
- Comfort utilizing technology for daily tasks (i.e. Google Calendar, Email, Cloud based collaborative Word Processing, etc)