



The story of your child's creation.

## **Columbus Jewish Day School Job Description: Elementary School Principal**

*CJDS seeks an Elementary School Principal to work with the Head of School to implement the school's strategic plan and realize its educational mission. Position reports to Head of School.*

To Apply: Send cover letter, resume, educational philosophy and references to [kselfinger@cjds.org](mailto:kselfinger@cjds.org).

### **Requirements:**

- Minimum of five years teaching experience in an elementary school setting
- Experience with administrative leadership including but not limited to supervision of teachers, planning of programs, curriculum development and review
- B.A. in Education; and/or advanced degree in Education preferred
- Strong candidates will possess a positive attitude, excellent written and verbal skills, excellent organizational skills, deep capacity for thought leadership, keen social-emotional intelligence, and proven success within a setting that requires collaboration, cooperation, and collegiality

### **Administrative Responsibilities**

- Collaborate regularly with the Head of School and serve as senior administrator when Head of School is off-site
- Supervise maintenance supervisor and set-up for events
- Oversee development of class schedules
- Coordinate school trips
- Oversee teacher committees responsible for assemblies and special events
- Participate in Executive Leadership Team and Leadership Team meetings

### **Curriculum Oversight**

- Serve as a thought leader regarding curriculum and implement gradual change and innovation aligned with the culture and mission of the school, and best practices in the field
- In conjunction with faculty, develop, update and evaluate curriculum in general and Jewish studies subject areas
- In conjunction with faculty, develop curriculum continuums to ensure articulation from grade to grade and coordination within each grade level
- In conjunction with the Learning Specialist, develop programs to meet academic needs of students, including enrichment, remediation, etc.
- Coordinate with members of Leadership Team

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### **Supervision of Teaching Faculty**

- Plan, develop and conduct in-house faculty and staff development sessions, and promote opportunities for teachers outside of school, to enhance fulfillment of the school's mission
- Plans and facilitates weekly professional learning meetings and two annual day long retreats for faculty, in collaboration with Head of School
- Regular observation cycles including pre-and post-Observation coaching of teaching staff
- Evaluation of teachers, in conjunction with the Head of School
- Search, initial interview, observe and make recommendations on hiring of teachers and specialists
- Recognition of staff efforts and accomplishments
- Ensure communication that allows teachers to participate appropriately in decision-making, and ensures teachers' needs are addressed
- Create the daily and grade level schedules including faculty scheduling
- Support and supervises parent-teacher communication and Ma Hadash updates
- Secure substitute teachers when needed
- Review progress reports each trimester and provides feedback and edits to teachers
- Review standardized tests with faculty in order to improve student performance

### **Students & Families**

- Develop programs to promote social development of students, such as conflict resolution, advisory, etc.
- Develop and promote opportunities for student leadership and extra-curricular activities to enhance student life on campus
- Supervise scheduling and coordination of club and enrichment activities
- Promote constructive means of promoting positive student behavior
- Coordinate student needs with psychologist and intervention specialist, teachers and parents
- Develop special opportunities for recognition of achievement
- Attend parent conferences as needed
- Respond to parental inquiries; promote communication between teachers and parents; trouble-shoot and problem-solve

### **Recruitment & Retention**

- Work closely with Director of Admissions to present the school's program and mission to prospective families
- Interview prospective students
- Collaborate with Head of School in providing final approval for new student admissions

### **Ambassadorship with Greater Columbus**

- Serve as the liaison with the JCC New Albany representative
- Serve as an ambassador representing the school community
- Develop and oversee parent education programs
- Represent the school at community events, and attends select board meetings, and parent organization meetings



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- Attend JeOrg (Jewish Educators Organization of Columbus) functions
- Write and invite articles for CJDS weekly Ma Koreh newsletter
- Participate in providing information and articles for newsletters to educate parents and inform the community about CJDS' program and the needs of elementary school students

About Columbus Jewish Day School: CJDS is a K-6 Jewish Day School that offers a dynamic, progressive, integrated K-6 experiential education, where every child is well known and a valued community member. CJDS lives its mission of providing each student with the Intellectual Sophistication, Social Responsibility and Personal Authenticity they need to be creative participants in and active contributors to complex contemporary American life.

CJDS is located in New Albany, OH (20 minutes from downtown Columbus). The work environment is noted for being family-friendly and flexible. CJDS is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are integral to the climate at CJDS. Please see [www.cjds.org](http://www.cjds.org) for further information.