



Denver Jewish Day School is excited to announce the opening of the Lower Division Dean position for the 2019-2020 school year. This position may be a combination of administrative and teaching duties. Our goal is to fill this position internally due to our commitment to advancing our current faculty and our desire to build upon established relationships and priorities. Should a qualified candidate not emerge, we will open the search to external candidates.

Denver JDS inspires Jewish youth to think critically about the world in which we live, and prepares them for the role they will play in affecting it. As the Rocky Mountain region's only K-12 community Jewish day school, with 350 students, Denver JDS provides Jewish youth with a:

- rigorous, college preparatory curriculum
- pluralistic, inclusive approach to Judaism and Judaic Studies
- warm and caring learning environment steeped in Jewish values

Pluralism at Denver JDS means being rooted in one's own identity while seeking out multiple perspectives in order to clarify, refine, and challenge ideas and interacting with appreciation for those who think and act differently as we unite in our shared values as a Jewish community.

## **Denver JDS Lower Division Dean Job Description**

### **Primary Purpose:**

Administrator in Lower Division, provide support for discipline, curriculum, and instructional design. This is a year round position (with some flexibility over the summer) and will be combined with some teaching responsibilities. The LD Dean will work closely with the Lower Division Principal.

### **Qualifications:**

#### *Education/Certification:*

- Master's degree preferred
- Colorado Teacher License

#### *Special Knowledge/Skills:*

- Strong organizational, communication, and interpersonal skills
- Strong knowledge Curriculum and Best Practice in Kindergarten – Fifth grade
- Ability to coordinate school activities and programs

#### *Experience:*

- Experience as a classroom teacher

- Three years or more of successful experience in building-level leadership roles and supervision of staff

*Mental Demands/Physical Demands/Environmental Factors:*

- Maintain emotional control under stress. Work with frequent interruptions.

**Major Responsibilities and Duties:**

*Instructional Management*

- Participate in development and evaluation of educational programs
- Encourage and support development of innovative instructional programs (including Project Based Learning and experiential learning), help teachers implement such programs
- Promote the use of technology in teaching/learning process
- Work with teachers using data to encourage improved student achievement

*School/Organizational Climate*

- Promote a positive, caring climate for learning.
- Integrate school values into all aspects of position
- Communicate effectively with students and staff, parents, and community members and groups

*School/Organizational Improvement*

- Participate in strategic planning with staff, parents, and community members
- Work towards school-wide goals
- Help with planning and facilitating of professional development
- Participate actively as a member of the Lower Division Differentiation Team
- Participate actively during a Principal's absence
- Address student and parent concerns
- Serve as a member of the K-12 Educational Management Team

*Personnel Management*

- Assist in the observation of employee performance, record observations, and conduct observation/evaluation conferences
- Assist Lower Division Principal in recruiting, selecting, and orienting new staff

*Administration and Fiscal/Facilities Management and Student Issues*

- Supervise operations and activities in Principal's absence
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, duty schedules, and program calendars
- Assist in review and revision of Family/Faculty Handbooks
- Address student concerns and ensure that student discipline is appropriate and equitable
- Conduct conferences on student and school issues with parents, students, and teachers as needed

*Professional Growth and Development*

- Seek out and participate in professional development to improve skills related to job assignment

*School/Community Relations*

- Help articulate the school's mission to the community and solicit its support in realizing mission
- Demonstrate awareness of school community needs and initiate activities to meet those needs
- Use appropriate and effective techniques to encourage community and parent involvement

*Supervisory Responsibilities:*

- Share supervisory responsibility for professional staff with Lower Division Principal

Any other areas of responsibility as assigned by the Principal and Head of School/CEO.

**Salary and Benefits:**

Salary based on education and experience. This is a full-time position and is eligible for benefits. Denver Jewish Day School offers an excellent benefits package.

Interested parties should submit a cover letter and CV/résumé to Elana Shapiro, Lower Division Principal, [eshapiro@denverjds.org](mailto:eshapiro@denverjds.org).