



## **Denver Jewish Day School Candidate Search - Principal, Upper Division**

Denver JDS is seeking an inspirational educational leader to lead the Upper Division (grades 6-12) for a future of continued excellence and innovation. The selected candidate will begin July 2023.

**Mission** - Our pluralistic Jewish community day school prepares and inspires Jewish students through an extraordinary secular and Judaic education to live purposefully, act ethically and thrive in the world.

We believe that Denver JDS administrative leaders act as role models, setting the tone for the school, working collaboratively to create and articulate the vision, and incorporating our Jewish values into all that they do. They are caring, competent, skilled, and experienced professionals who are committed to strengthening our community and modeling integrity at all times. They use open, transparent communication, establishing clear expectations and ensuring accountability, providing a space for people to be heard, and operating through kindness when interacting with parents, students, and teachers. They are motivated by the students' becoming the best version of themselves and partnering with all stakeholders to maximize the student experience. They act with a sense of purpose, committing to ongoing growth, both individually and for the school as a whole, always proactively striving to do better and be better and giving and receiving constructive feedback in order to improve. They are driven by a sense of passion for what they do, fostering their own curiosity by engaging with colleagues and scholarship in order to help the school and all of those involved grow and thrive. They are a team, supporting and pushing each other, and acting as thought partners as they ensure alignment between our practice and our mission and vision, committing to always do what is best for our students.

Interested candidates should send a resume and cover letter to Avi Halzel, Head of School/CEO, at [ahalzel@denverjds.org](mailto:ahalzel@denverjds.org). Visit [www.denverjds.org](http://www.denverjds.org) for more information about our amazing school and this fantastic opportunity. Job description below.

## **Denver Jewish Day School - Upper Division Principal - Job Description**

The Upper Division Principal is in charge of the day-to-day operations of the Upper Division (UD). The Upper Division Principal reports directly to the Head of School/CEO.

Duties include:

- Design, evaluate and update the UD curriculum in conjunction with the faculty.
- Monitor the implementation and execution of the UD curriculum.
- Select textbooks and provide for educational resources and materials in cooperation with the faculty.
- Ensure the implementation and/or expansion of curricular, and extracurricular activities in the UD.
- Develop and oversee programs of educational, artistic, athletic, and social nature for students and, as appropriate, parents.
- Work in conjunction with the Lower Division Principal and administrative team to ensure continuity of the overall K-12 curriculum.
- Assign, supervise, mentor, evaluate, and recruit (as needed) faculty and staff for UD.
- Plan and conduct faculty meetings and coordinate and supervise faculty committees as appropriate.
- Provide opportunities for continued professional development of faculty.
- Ensure a sense of accountability in areas of instruction and student achievement.
- Promote a positive sense of camaraderie, professionalism, and trust in the workplace.
- Monitor the progress of students.
- Monitor, evaluate, counsel, and recommend where appropriate, a proper course of action educationally for students and their families.
- Assist in matters of retention and recruitment.
- Promote and represent the school positively in the community.
- Supervise the UD budget.
- Ensure that the UD is in compliance with ACIS standards.
- Provide an open door policy to parents and staff for concerns, ideas, etc.
- Actively participate in school leadership teams, committees and their initiatives.
- Assist in recruitment and provide assistance in the hiring process for extra-divisional DJDS employees at the request of the Head of School/CEO.

Salary and Benefits:

\$85,000 - \$105,000 salary plus benefits including health insurance and retirement