



Director of Learning and Teaching

ABOUT JCDS:

JCDS, Boston's Jewish Community Day School, is committed to serving families across a wide spectrum of belief and practice. The school has several hallmarks: Hebrew and English spoken throughout the day; Jewish and General studies integrated in many areas; a commitment to creative, academic excellence; and living a joyful Jewish life in a welcoming community. JCDS was founded in 1995 and serves students in grades K-8. We encourage everyone in our community to approach life with a growth mindset. We value our professional staff and invest in their ongoing development. Our professional community is rooted in collaboration, generosity of spirit, and a passion for our mission. JCDS is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.

POSITION SUMMARY:

The Director of Learning & Teaching will be responsible for the curriculum and quality of instruction in the school. S/he serves as a senior administrator under the Head of School for matters involving educational vision, policies, procedures and systems, including setting school-wide educational goals and priorities, identifying areas for improvement, and helping craft a vision for the future. S/he collaborates closely with other members of the school's Educational Leadership Team to ensure that the academic program maximally support the school's mission and vision centered on each student's intellectual, moral, and religious growth and development. Effective communication, collaboration, proactive management, and systems thinking will be key to success in this position.

Leadership Qualities:

- Demonstrated leadership, organization, strategic, and management skills along with outstanding interpersonal skills, and the ability and patience to lead change and improvement initiatives;
- Ability to model and to lead others effectively in managing relationships, interpersonal dynamics, navigating conflict well, and fostering a positive work environment; possesses strong collaboration and team-oriented working and leadership skills along with the ability to balance a pursuit of academic and institutional excellence with compassion and caring for each individual;
- Possesses excellent communication, listening, interpersonal skills; the willingness and ability to engage in difficult conversations with students, parents, faculty, and staff; communicates with empathy, tact and diplomacy in a clear, courteous and professional manner, and gives timely feedback with the interest of growth and development;
- Exhibits reflective thinking and a willingness to examine and grow his/her own practice;
- Models a commitment to intellectual, moral, and religious growth and development;
- Possesses a general knowledge of cognitive, moral, and social-emotional development of 5-14 year olds;
- Has developed an understanding of K-8 faculty culture and dynamics through working in K-8 settings;
- Possesses skills and experience in the areas of teacher supervision, observation, and feedback

Personal Qualities:

- Is passionate about children and education
- Has integrity and a strong work ethic and takes responsibility for actions and decisions
- Is honest and open and is an active listener
- Is a creative person and has a sense of humor
- Is able to have difficult conversations
- Is a strong team player



Responsibilities:

Senior Leadership:

- Serves on the school's Educational Leadership Team
- In collaboration with the Educational Leadership Team, develops and articulates a vision for teachers' professional development and school-wide educational goals
- In collaboration with other school leaders, maintains a culture imbued with *derekh eretz* (respectful behavior)
- Fosters an environment that is conducive to the development of positive religious and individual identities and is respectful of individual differences
- Assumes any temporary duties and responsibilities as delegated by the Head

Instructional Leader:

- Maintains and improves existing high levels of students' academic achievement
- Guides, evaluates and improves on our academic program to meet the needs of all learners
- Promotes an educational vision and day-to-day operations that put student learning and the student experience at the center of the work
- Collaborates on the professional development vision for the school with a focus on building a reflective and collaborative professional culture in which teachers are committed to, and supported in, growing their teaching practice.
- Observes teachers' classes and gives feedback to teachers
- Ensures quality instruction by inspiring and collaborating with teachers with the goal of improving a teacher's practice
- Is current about trends in K-8 education
- Oversees the scope and sequence in all curricular areas
- Envisions, plans and executes orientation for new teachers, professional development days, and faculty meetings in close collaboration with other administrators
- Makes recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty
- Provides timely and effective supervision of teachers, ensuring that all teachers receive regular feedback on their teaching and overall performance
- Possesses the ability to understand the teachers s/he leads and to find the balance between meeting them where they are and pushing them to grow
- Has experience and ability to facilitate constructive meetings in which teams of teachers feel that they are a part of a learning community
- Knows how to solve problems in a way that maximizes learning while considering various stakeholder perspectives

TO APPLY:

Please submit a cover letter and resume to jobs@jcdsboston.org, placing the title of "Director of Learning and Teaching" in the subject line.

JCDS is a pluralist co-educational Jewish day school serving students from families across a wide spectrum of Jewish beliefs and practices. Visit our website at jcdsboston.org for more information.

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