

## Head of School Responsibilities

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The Lerner Jewish Community Day School is looking for a new Head of School to begin in the 2010-11 academic year. The Lerner School, with 140 students from pre-school through fifth grade, is part of a vibrant and growing Jewish community that includes an anticipated Jewish Community Center on the same campus as the school. The school is located in beautiful Durham, North Carolina, between Duke University and the University of North Carolina at Chapel Hill. We seek a Head of School who has a background in elementary education and a strong commitment to Jewish values. In addition, we seek someone who is a charismatic, decisive, visionary leader who can build relationships with its stakeholders. For more information about the job, please go to <http://www.lernerschool.org/HeadSchool.html>. Qualified applicants should submit a cover letter, resume, and contact information to Jeff Spinner-Halev at [lernerjob@lernerschool.org](mailto:lernerjob@lernerschool.org).

The Head of School will be the Chief Executive of the school, reporting to the Board of Directors. The Head of School will be responsible for articulating and advancing the mission of the school, and will oversee all school operations, including supervising the management team and community relationships. Head of School responsibilities include, but are not limited to the following:

### **Institutional Leadership & Administration**

- Serve as a spokesperson and school ambassador who can articulate the Lerner School's mission to, and manage community relations with, stakeholders and the local and national Jewish communities.
- Provide leadership and direction for faculty and staff.
- Guide the development and delivery of educational, religious, and extra-curricular policies and practices.
- Oversee and support the Directors of General Studies, Judaic Studies and Preschool as they develop and administer the curriculum. Ensure integration of the Judaic Studies curriculum.
- Retain, recruit and develop top-quality faculty, administrative staff members and specialists.
- Mentor faculty and staff, providing ample opportunities for professional development, discovery, and collaboration.
- Work with the Board of Directors to set priorities, identify opportunities for institutional growth, and implement strategic and financial plans.

### **Development & Fundraising**

- Oversee and collaborate with the Director of Development and lay leadership on development strategies and plans.
- Directly participate in the solicitation and stewarding of major donors and gifts.

### **Community Relations**

- Oversee and support the Director of Admissions in the recruitment and enrollment of students.
- Represent the school as the embodiment of Lerner School values, sharing the school mission with constituents.
- Develop relationships with the local Jewish Federation, synagogues, and other foundations and agencies.
- Support the Partnership for a Jewish Center through active involvement and collaboration.

## **Financial / Operational Administration**

- Manage and collaborate with the Business Manager to ensure sound fiscal management.
- Work with the Finance Committee to prepare the annual budget.
- Ensure proper management of facilities, monitoring policies and procedures to guarantee safety, security and effective emergency planning.
- Maintain accreditation and ensure compliance with all local, state, and federal educational regulations and standards, including those pertaining to the preschool.

## **Qualifications**

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- Charismatic, visionary, decisive leader with exemplary communication skills, planning and management abilities.
- Commitment to and appreciation of Jewish values and a pluralistic Jewish education.
- Proven track record as an educational administrator or leader.
- Strong background in elementary education, and an advanced degree in education, administration, Jewish studies or related field.
- Excellent people skills, including the ability to interact warmly and cultivate relationships with parents, students, faculty, donors, board members and at-large community.
- Ability to inspire confidence in parents and students, faculty and staff.
- Ability to work in a collaborative team environment – respectfully soliciting input and delegating responsibility and authority when needed.
- Understanding of business / financial management.
- Demonstrated success with fundraising.
- Administrative and technological competence.
- Ability to set clear priorities.

## **Compensation**

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Competitive compensation and benefits package commensurate with experience and level of education.

## **Contact**

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