

SINAI AKIBA ACADEMY

Los Angeles, CA 90024

Middle School Director

For July 1, 2022

Overview

Sinai Akiba Academy, a co-educational, independent, Jewish day school serving students from Toddlers through 8th grade, seeks an educational leader as its Middle School Director, to begin July 1, 2022. Sinai Akiba Academy's enrollment is approximately 550 students with close to 120 students in grades 6-8. As stated in the School's mission, "Sinai Akiba Academy engages students in the joy and discipline of learning. We nurture a community of ethical critical thinkers who, shaped by our evolving Jewish tradition, walk through the world with confidence and humility." The School shares space with Sinai Temple and is accredited by the California Association of Independent Schools (CAIS) and is a member of the National Association of Independent Schools (NAIS). Reporting directly to the Head of School, the Middle School Director is a member of the Senior Administrative Team and works closely with the Associate Head of School, ECC Director, Lower School Director, and Judaic Studies Director along with other administrators to ensure continuity in programs, communications, and operations.

Sinai Akiba's learning environment encourages children to gain a sense of meaning and belonging. Academics and values infuse the rigorous, interdisciplinary curriculum within a dual language program. Students learn in both English and Hebrew every day, reaping the proven cognitive and social benefits of learning in more than one language. In addition, students build their critical thinking skills by engaging authentically with Jewish texts and traditions on a daily basis. The Middle School Director works closely with the Director of Hebrew and Judaic Studies.

The Middle School Director is responsible for curriculum development, planning, implementation, supervision, and oversight of the overall operations of the Middle School Division, grades 6-8. Working with the faculty, the Middle School Director is charged with overseeing the day-to-day operations of the Middle School, as well as articulating a clear and compelling vision for the division's future. With a highly capable faculty, diverse student body, committed parents and a strong commitment to professional development, the School is in a uniquely attractive position for the many possibilities that lie ahead.

While helping to preserve the best of the Middle School's traditions, beliefs and practices, the new Director will have considerable opportunity to work with the faculty and the rest of the administrative team to develop the vision and direction of the Middle School program and provide leadership in establishing divisional goals. As part of that challenge, the Director, in consultation and with support of the Head of School, will lead the faculty in strengthening a program that makes use of the most recent findings in how middle schoolers learn, recognizes the need for differentiation in both instruction and assessment, provides opportunities for integration and innovations as well as thoughtful and productive collaboration both in and out of the classroom.

As an exempt employee the essential roles and responsibilities include, but are not limited to:

Curriculum and Instruction

- In conjunction with faculty, develop, update and evaluate curriculum in all general studies subject areas.
- In conjunction with faculty develop curriculum continuums to ensure articulation on from grade to grade and coordination within each grade level.
- Promoted continued development of constructive and developmentally appropriate instructional strategies.
- Promote development of integrated curriculum including to the extent possible, integration of general studies and Judaic studies.
- Develop and coordinate faculty teams to develop curriculum.
- Develop programs to meet academic needs of students, including enrichment, remediation, etc.
- In conjunction with faculty and Director of Student Services, analyze results of standardized testing
- Promote use of authentic assessment strategies.
- Promote effective use of resources such as library, technology, parents and community.
- Coordinate and collaborate with other administrators. Develop, update, and evaluate curriculum in all general studies subject areas.
- Develop programs to meet academic needs of students, including enrichment, remediation, etc.
- Promote integration of technology and innovation into all areas of the curriculum.
- Provide instruction and professional development opportunities for all faculty in the most current pedagogy and teaching practices.
- Lead Ad Hoc committees as directed by the Head and/or Associate Head of School.

Faculty

- Regular observation of and coaching of teaching staff.
- Set goals and standards for teachers to include evaluation of all general studies teachers.
- Search, initial interview, observe, and make recommendations on hiring of general studies teachers and specialists.
- Plan, develop and conduct in-service training sessions, and promote professional development opportunities for teachers outside of school, to enhance fulfillment of the school's mission.
- Recognition of staff efforts and accomplishments.
- Direct faculty committees in developing curriculum and programs.
- Monitor and review teacher curriculum and communications.
- Ensure communication that allows teachers to participate appropriately in decision-making and ensures teachers' needs are addressed.

Students

- Develop programs to promote social development of students, such as conflict resolution, advisory program, etc.
- Develop and promote opportunities for student leadership and extracurricular activities to enhance student life on campus.
- Promote constructive means of promoting positive student behavior.
- Coordinate special needs issues with the Director of Student Services, school counselors, teachers, parents, and outside therapists.
- Develop special opportunities for leadership and academic achievement.
- Coordinate 8th grade graduation with the Judaic Studies Director and Head of School.
- Manage and address student behavior.

Parent and School Community

- Communicate proactively to teachers and parents.
- Respond effectively to parental inquiries; promote communication between teachers and parents; trouble-shoot and problem-solve.
- Develop and oversee parent education programs.
- Prepare presentation on Sinai Akiba Middle School curriculum for the Education Committee and the Sinai Akiba School Board.
- Participate in providing information and articles for newsletters to educate parents and inform the community about the Middle School programs and the unique program designed specifically for Middle School students.

High School Placement

- Work with all graduating eighth graders and select sixth grade students and parents to secure appropriate high school placement.
- Meet individually with all parents and students for a personalized counseling session.
- Develop curriculum to prepare students to interview at schools
- Organize a parent education evening for parents to inform them of the application process.
- Ongoing outreach to Admission Offices at partner schools.

Admissions

- Work with the Admission Director to articulate to prospective Middle School parents the benefits of the unique program designed for Sinai Akiba 6th-8th grade students and assist with providing tours and/or follow up discussions with prospective families.
- Serve on the Admission Committee and work with the Admission Office as needed: testing, meeting with prospective parents and students, participating in school tours and evaluating overall student needs and classroom placement.
- Solicit teacher input on class placement for returning students.
- Develop screening materials for prospective students
- Plan Sixth Grade Orientation Program

Administration

- Oversee development of Middle School class schedules.
- Direct faculty committees and delegate appropriately to faculty.
- Conduct faculty meetings.
- Develop and oversee Middle School advisory program.
- Supervise student council advisor, yearbook advisor, etc.
- Coordinate Middle School trips.
- Oversee teacher committees coordinating assemblies and special programs/events.
- Participate in administrative meetings.
- Direct procedures for monitoring attendance, overseeing textbook and supply purchases, etc. Delegate as appropriate to Administrative Dean and/or office staff.
- Working with the Director of Finance and Operations, monitor budget for textbooks, school supplies, and Middle School expenses.
- Coordinate and oversee the review of all Middle School report cards prior to issue.
- Establish and maintain the Middle School calendar in accordance with the school-wide calendar.
- Supervise the Middle School's administrative assistant.
- Work collaboratively with all members of the administrative team to further the mission of the School.
- Other responsibilities as assigned by Head and/or Associate Head of School.

Qualifications and Desired Qualities:

- Prior classroom teaching experience required.
- Prior school administration experience required. Middle School director experience preferred. Master's degree preferred.
- Understanding of the unique needs of Middle School students.
- Strong oral and written communications and executive functioning skills.
- Experience in mentoring, coaching, and supervision of a diverse group of teachers from novice to veteran.
- Collaborative, collegial and innovative professional.
- Commitment to lifelong learning; dedicated to best practices in teaching and learning.
- Openness to new programs and a strong integration of the curriculum both general studies and Judaic.
- Ability to manage people and programs, working effectively both independently and as a member of a team.
- Enthusiastic and energetic.
- Knowledge and interest in the Jewish community and commitment to Sinai Akiba's mission.

Apply

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email to msdirectorsearch@sinaiakiba.org.

- Cover Letter expressing interest that details reasons for perceived fit.
- Current resume with Education, Experience, and Related Professional Experience with dates.
- Personal Statement of Educational Philosophy.
- List of three references with names, phone numbers, and email addresses for each—references will only be contacted with candidate's permission.