



The Talmud Torah of Minneapolis

Interim Head of School Job Description

MISSION

The Talmud Torah of Minneapolis, the school of Adath Jeshurun and Beth El congregations, engages students of all backgrounds in educational experiences that provide a foundation and the lifelong tools for living an intentionally Jewish life.

VISION

To be a thriving school that offers a curriculum relevant to our students and their families, that inspires a commitment to Torah and Jewish living, and that builds a deep connection with the land of Israel and all Jewish people.

JOB SUMMARY

The Head of School of Talmud Torah, a Conservative supplementary Jewish school for grades 2-8, will be responsible for:

- Continuing to improve upon our innovative educational model and curriculum.
- Strategic recruiting and management of faculty and staff.
- Building community among students and deeper connections and engagement with our families and two synagogue communities.
- Communicating a meaningful, relevant value proposition for our educational program.
- Overseeing the school's administration and finances.

The Head of School reports to the Talmud Torah Board of Directors.

SALARY

\$85,000-\$110,000, depending on experience and qualifications

CONTACT

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KEY RESPONSIBILITIES

Curriculum Development and Programming

Implements, maintains, and continually evaluates an innovative curriculum that reflects the values of partner synagogues and the contemporary needs of students and their families.

- Embraces creativity and flexibility in delivery models and teaching styles. Continually adapts and improves the educational model and its delivery.
- Displays collaborative style, original thinking, and creativity to generate suggestions for improving efficiency and effectiveness. Seeks external expertise as appropriate.
- Works with synagogue partners and faculty to develop long-range educational goals for the school.
- Develops, communicates, and implements benchmarks to measure student achievements.
- Provides opportunities for a variety of learning experiences that extend the educational experience beyond the classroom.
- Supervises and coordinates special programs and events to fulfill the educational goals of the school.

Jewish Education and Practice

Fosters a passion for Jewish learning and practice that is integrated with the partner synagogues and that supports the Mission and Vision.

- Actively engages in partner synagogue activities.
- Serves as a *dugma* for students, parents, and staff.

Strategic Staff Management

Recruits, manages, and develops highly qualified teachers and staff. Creates an environment that motivates superior performance. Retains top talent who will carry out the Mission and Vision of Talmud Torah.

- Actively communicates compelling and inspiring goals for the school; rallies others behind the Mission and Vision.
- Mentors and develops employees by setting challenging goals and creating development plans that enhance employees' skills and encourage growth.
- Champions change; communicates effectively by building commitment and overcoming resistance.
- Provides regular and timely performance feedback to employees.
- Creates a climate of cooperation, recognition, and stability.

Relationship Management and Community Building

Develops strong internal and external relationships while promoting a vibrant, engaged, and collaborative environment.

- Treats change as an opportunity for learning; focuses on the beneficial aspects of change.
- Builds positive relationships with faculty, students, and families to help create an intentional and engaged community.
- Works with Board of Directors, parents, and partner synagogues to develop programs that build a community of families between the supporting congregations.
- Fosters teamwork and instills passion among team members for our Mission and Vision. Works to bring out the best in everyone. Provides useful, caring feedback for growth of the team.
- Promotes inclusion activities, programs and policies. Actively encourages, welcomes, and supports students of all learning needs as well as families of all configurations and backgrounds.
- Cultivates positive relationships with donors, campus partners, and other community organizations and leaders.
- Communicates effectively with diverse audiences, using traditional channels and social media.
- Operates as an extension of the partner synagogues by participating in staff meetings as requested and promoting synagogue activities.

Administrative and Financial Management

- Implements and manages administrative procedures that allow the school to run efficiently.
- Supervises preparation and management of school's annual budget.
- Maintains teacher and parent-student handbooks and ensures that they comply with applicable laws and regulations. Ensures that staff complies with handbooks and with all school policies and procedures.
- Implements and enforces the Talmud Torah Behavior Code and addresses student discipline.
- Supervises all administrative activities of the school, including:
 - Back office operations.
 - Parent communications and relationships.
 - Marketing/communications to the community.
 - Student enrollment, class assignments, grading.
 - Faculty and staff scheduling and assignments.
 - Administration of all employee benefits.
- Works with the Board and synagogue partners to implement fundraising and development activities.
- Supports and implements decisions of the Board of Directors.

KNOWLEDGE, SKILLS & ABILITIES

- Clear understanding of and commitment to the cognitive and developmental needs of students in grades 2 – 8.
- Knowledgeable in Jewish and Hebrew studies. Passion for Jewish learning and teaching.
- Demonstrated ability to lead and adapt to change in a fast-paced environment while maintaining high employee and student satisfaction and retention.
- Knowledge, understanding, and experience with best practices in curriculum development and delivery, and knowledge and understanding of progressive and alternative curriculum delivery models.
- Demonstrated ability to build trust and rapport with diverse populations, including faculty, students, community leaders, members, and donors.
- Effective communicator in a variety of settings: one-on-one, small and large groups, with all types of audiences. Effective in written and oral communication.
- Skills to help plan and participate in fundraising efforts.
- Ability to effectively lead formal and informal teams and build a collaborative environment in the pursuit of shared goals.
- Ability to maintain confidentiality and discretion in handling sensitive issues in accordance with school policies and applicable laws.
- Computer competence, including Microsoft Office, email, and social media.

QUALIFICATIONS

- Bachelor's degree in Education or related field required. Advanced degree preferred.
- 3 years classroom teaching experience in Conservative Jewish/Hebrew education required.
- 5 years school administration experience required, including experience with faculty recruitment, mentoring and management, curriculum and programming oversight, and budget development.
- 2 years of experience required in planning and implementing fundraising activities and programs.
- Proven experience working in supplementary Jewish educational programs.

WORKING ENVIRONMENT / PHYSICAL DEMANDS

- General office environment: Works generally at a desk or school setting in a well-lighted, climate-controlled area, with moderate noise levels.
- Periods of high stress may occur.
- Non-traditional work schedule, including evenings and weekend work required.