



SOUTHERN TEACHERS
A G E N C Y

Director of Upper School
Scheck Hillel Community School
North Miami Beach, Florida

ehillel.org

Southern Teachers is assisting Scheck Hillel as it seeks an experienced educator to lead an upper school that educates and inspires students through a college preparatory curriculum and co-curricular experiences that are guided by Scheck Hillel's Orthodox teachings. The Director oversees day-to-day activities and assignments of the upper school department chairs, faculty, and counselors to provide an environment that is conducive to learning and a supportive school climate that establishes and reflects teamwork and collaboration.

The Director prepares the master class schedule and assigns teachers and students to classes and other duties; reviews, enhances, and continually improves the curriculum to ensure that it incorporates best practices and standards for students' success in college; assists in interviewing and evaluating of applicants for enrollment; and manages the Upper School budgets. The Director supervises instruction and guidance, fully integrating parents into the process. He or she assists in establishing guidelines for student conduct and dress, monitors student discipline, maintains attendance records, oversees grading to ensure best practices in measuring student achievement, communicates clearly and consistently with parents regarding student progress, mentors faculty, supervises their teaching, and evaluates academic programs. In close coordination with the Associate Head of School, the Director recruits and retains educators with the expertise, positive energy, and customer service required to successfully motivate Scheck Hillel students. He or she supports educational technology initiatives and dynamic needs in the upper school and works closely with the Leadership Team and faculty committees to plan professional development for faculty and to ensure compliance with government regulations and adherence to educational standards.

The Director must be mission driven and committed to independent school education, preferably with experience in a Jewish Day School environment. Candidates should hold advanced degrees and have at least seven years of administrative experience or equivalent managerial expertise in grades nine through twelve. They must have strong curricular, guidance, and college placement experience, with particular knowledge of current trends and best practices, excellent writing and speaking skills, and the ability to communicate effectively with all stakeholders. The Director must be a good listener and strategist who can create a caring, dynamic culture for students and faculty, who is comfortable receiving input from many sources and can formulate disparate information into a well-organized plan. He or she must be flexible and able to work in a demanding environment where developing positive community relations and a commitment to lifelong learning is critical.

Established in 1970, Scheck Hillel Community School educates and inspires over 1080 students each year, from early childhood through grade twelve, to become exemplary global citizens with enduring Jewish identity, values, and commitment to the State of Israel. Sixty percent of the school's teachers hold advanced degrees, including master's, doctorates, and rabbinic ordinations, and their average teaching experience is eighteen years.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.