



The Leffell School  
Middle School Principal  
Hartsdale, NY

## About The Leffell School

The Leffell School is a premier kindergarten through twelfth grade Jewish independent school, set apart by its comprehensive, intellectually rigorous curriculum that empowers and cultivates each student in mind, body, and soul. Located on two lush, 25-acre campuses in Westchester County and drawing students from the Tri-State area and metro New York City, The Leffell School attracts hundreds of families who choose from among many of the top schooling options in the world. Through the teaching of Jewish values, critical thinking, and openness to new ideas, The Leffell School inspires its students to achieve academic and personal excellence, preparing them for college and the ever-changing world beyond.

The Leffell School is a *kehillah*, a caring community that fosters the joyous practice of Jewish life. The school brings together families from a wide variety of Jewish backgrounds and affiliations, with an anchoring commitment to traditional Jewish observance, text study, and language. For nearly 60 years, The Leffell School has instilled in its graduates the confidence to navigate life's journey with a strong moral compass and to apply their passions, knowledge, and skills to the betterment of the Jewish people, the United States, Israel, and the world.

The Leffell School enrolls approximately 855 students and is currently in a phase of growth. The school is accredited by NYSAIS. For more information, please visit:

<https://www.leffellschool.org/>

## Middle School Overview

The Middle School proudly educates approximately 190 students in grades 6–8 on a state-of-the-art campus that is shared with the High School.

The Middle School boasts an impressive number of innovative resources, programs, and initiatives, all thoughtfully designed to best enrich and develop the intellectual, physical, and social and emotional growth of its students. The academic program includes a thoughtful mix of heterogenous and leveled classes that enables students to experience an individually tailored program within the context of a unified learning community. The Center for Academic Support provides a strong program for students with diverse learning needs. Students are also encouraged to nurture their passions and pursue new ones through electives and extra-curricular opportunities, including engineering, coding, studio art, drama, instrumental music, chess, competitive interscholastic athletics, musical theater and drama, Model United Nations, and robotics.

The Middle School program also places a strong emphasis on Jewish life and learning, encouraging students to develop a strong love of Judaism and a deep connection to Israel and the Jewish people. The Middle School offers a robust set of Jewish experiences, including holiday celebrations, the Havdalah Saturday night program, and celebrations of Bnei mitzvah.

As a capstone experience, the eighth-grade class spends two memorable weeks in Israel, further establishing a lifelong connection with the land of Israel.

## Position

For a position to begin in the summer of 2023, The Leffell School seeks a dynamic, empathetic, and collaborative leader to serve as its next Middle School Principal. The Principal will inherit a vibrant Middle School blessed with a talented and energetic student body, an experienced faculty, and dedicated families who believe deeply in the mission of the school. For many years, the Middle School has flourished under the dedicated leadership of Amy Holtzer and is now prepared and well-positioned to welcome an inspiring and strategically oriented leader who will lead the division through its next phase of growth and beyond.

Reporting to the Head of School, the Middle School Principal will have primary responsibility for all Middle School operations, including supervision of the division's senior leadership team, and for carrying out the school's mission of providing a rigorous and comprehensive Jewish and general studies education. The Principal will be a critical voice in setting the tone of the Middle School, inspiring creativity in student life while maintaining educational standards, providing appropriate professional development opportunities, and ensuring excellence in curriculum, teaching, and learning.

A successful candidate will be a caring and skilled educational leader with experience overseeing a department in an independent, public, or Jewish day school environment. With oversight of a large faculty, staff, and student body, this position requires a leader who is a resourceful and effective delegator; a manager who empowers others and instills confidence in them to partner with them in setting the course for sustained growth in the Middle School. The Principal will be a part of the school-wide senior administrative team and will participate in the overall policy setting, budgeting, and advancement of The Leffell School.

## Responsibilities

- Provide overall leadership and direction - both educational and operational - for the Middle School and its faculty and staff.
- Serve as the instructional leader of the Middle School; in collaboration with the Middle School Leadership Team, continuously identify and determine priorities, areas for improvement, and opportunities for growth in the Middle School.
- Supervise, evaluate, and implement the Middle School's educational curriculum and programs; review and align the curriculum across major subject areas to ensure appropriate challenge, vertical alignment, and appropriate course offerings.
- Recruit, mentor, supervise, and support the Middle School's faculty and educational teams.

- Collaborate with colleagues in the High School and Lower School to craft a cohesive K-12 experience for students and their families.
- Ensure up-to-date and recurring professional development and continuing education for Middle School faculty and staff.
- Foster trust and maintain positive morale among all Middle School faculty and staff members; promote their well-being.
- Lead a positive campus culture which engages and inspires students and fosters an atmosphere of creativity and collaboration.
- Engage Middle School students and families with warmth and regularly communicate about the school's vision, programs, policies, and events.
- Serve as a visible and involved presence during school hours and at school events.
- Create a sense of school pride and enthusiasm among students and faculty; promote joyous Jewish living and learning.

## Qualifications

### Personal Qualities and Leadership Style

- A welcoming, charismatic, relationship-oriented leader with outstanding communication skills who will seize the opportunity to be the public face of – and advocate for – the Middle School division with internal and external constituencies.
- A creative, collaborative, and patient leader and mentor who will support of the Middle School faculty, set high standards, and be eager to work with colleagues throughout the school.
- A gracious and confident leader who is comfortable setting and enforcing appropriate boundaries with students, faculty, and parents.
- A role model who embodies honesty, integrity, empathy, and compassion.
- The ability to lead and navigate well in a diverse Jewish learning community.
- A fun-loving, student-centered educator with a sense of humor and an appreciation for the social and emotional development of middle school students.
- A warm, visible, present leader who will help to build community.

### Educational and Professional Profile

- Advanced degree in education or a related field.
- Substantial experience in middle school teaching and administration, coupled with expertise in best practices in curriculum and pedagogy for this age group.
- Outstanding administrative and organizational skills.

## Application Requirements

Candidates should submit as soon as possible the following materials:

- A cover letter indicating why you are interested in and qualified for the position.
- A current resume.
- A one-page statement of educational philosophy.

## Compensation

The Leffell School offers a salary for this position that is competitive and commensurate with experience. The school offers a comprehensive benefits package including medical, dental, and vision insurance and a matching 403b retirement plan.

This position description is based upon material provided by The Leffell School, an equal opportunity employer.

To apply to this position, please click [HERE](#).

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