



Bernard Zell Anshe Emet Day School

Head of Middle School

Chicago, Illinois



Background

Bernard Zell is an independent Jewish day school for the 21st century. From Early Childhood through Middle School, Bernard Zell inspires its students to love learning through innovative teaching and hands on exploration and discovery. As a pluralistic community day school, Bernard Zell welcomes students and families of varied religious beliefs and observances. The school offers a 5:1 student-teacher ratio- the very lowest in the city- and combines Jewish learning and tradition with cutting-edge educational practice in a challenging and nurturing learning environment.

For over 75 years, the faculty and staff at Bernard Zell have acted as the heart of the school. As an employee of Bernard Zell, the Head of Middle School will be joining a proactive Jewish community that is dedicated to its students and improving education. The school's goal is to retain an amazing faculty that inspires and is committed to the school's mission. Bernard Zell supports its faculty and staff by offering an environment that not only encourages them to excel, but also by providing generous salary and benefits packages that ensures they are set up for success.

Bernard Zell enrolls approximately 420 students. The school is accredited by NAIS and ISACS. For more information, please visit: <https://www.bernardzell.org/>

Position

For a position to begin in the summer of 2023, Bernard Zell seeks an innovative and purposeful leader to serve as its next Head of Middle School (HoMS). The HoMS is an effective communicator who believes in the school's mission to develop students who think critically and act with creativity, empathy, and Jewish purpose. The HoMS is charged with the comprehensive responsibility for all activities involving students, faculty, and parents in the Middle School.

Reporting to the Head of School, the HoMS will be a critical voice in setting the tone of the Middle School, inspiring excitement in student life while maintaining educational standards, providing appropriate professional development opportunities, and ensuring excellence in curriculum, teaching, and learning. The incoming HoMS will have significant input in their team's leadership and support structure and will serve as the immediate supervisor for the Middle School Dean of Students.

The Middle School proudly educates approximately 160 students in grades 5-8. 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 HoMS will be a part of the school-wide senior administrative team and will participate in the overall policy setting, budgeting, and advancement of Bernard Zell.

Responsibilities

Educational Leadership

- Act as educational leader of the Middle School responsible for its day-to-day operation, including directing the activities of the instructional staff.
- Lead, motivate, and inspire an exceptional team of teachers.
- Serve as a member of the school's senior administrative team.
- Ensure best practice in Middle School education.
- Serve as a resource for students, teachers, and parents.
- Partner and collaborate with other Directors and Division Heads in the execution of school-wide goals and objectives.
- Direct and collaborate with grade-level team leaders, instructional leaders, and specialists.
- Partner with the Assistant Head of School (AHOS) for Curriculum and Instruction to observe, supervise, support, and evaluate faculty, as well as the implementation of curriculum, the teaching process, and academic programs.
- Engage Middle School students and families with warmth and execute weekly grade level communication to families, ensuring that all communications articulate and connect to the school's Jewish values.
- Serve as a visible and involved presence during school hours and at school events.
- In partnership with designated team members, oversee discipline, reflection, and restoration.
- Work with Student Services to ensure that the needs of all students are met.
- Represent the Middle School in admissions, retention, and recruitment activities.
- Support the integration of Jewish values culture, tradition, and learning.
- Ensure a safe working and learning environment conducive to personal, professional, academic, and social-emotional growth.
- Teach up to one class as assigned, if appropriate.
- Perform other duties as assigned

Administration:

- Clearly articulate the Middle School's programs, standards, guidelines, and other information necessary to all constituencies.
- Advise and supervise faculty in matters of classroom management, parent relationships, teaching methods, and general school procedures.

- Conduct regular division/department team meetings.
- Participate actively in the recruitment, hiring, retention, and assignment of faculty.
- Oversee the production of student, teacher, and class schedules in partnership with Operations and AHOS.
- Manage entire division budget including recommendations for program investment.
- Perform other duties as assigned.

Qualifications & Skills

The ideal candidate will have the following:

- A welcoming, relationship-oriented leader who will seize the opportunity to be the public face of- and advocate for- the Middle School division with internal and external constituencies.
- Experience in supervision of faculty and staff.
- Love for children and commitment to making decisions in their best interest.
- Demonstrated school leadership experience or potential.
- Familiarity with educational best practices and day-to-day school leadership responsibilities.
- Collaborative approach to leadership, including responsiveness to parents and teachers.
- Experience and/or training in Responsive Classroom.
- Skill in prioritizing and gauging urgent vs. important.
- Demonstrated success building relationships with parents, teachers, and colleagues.
- Exceptional oral and written communication skills.
- Appreciation of pluralistic Jewish education and a wide range of Jewish practice.
- Commitment to inclusiveness and diversity.
- A gracious and confident leader who is comfortable setting and enforcing appropriate boundaries for students, faculty, and parents.
- Earned bachelor's degree and a master's degree in education or a related field preferred.
- Relevant experience in independent day schools and/or Jewish day school.

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

Bernard Zell offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is **\$125,000 – \$140,000** per year.

Bernard Zell has a long-standing policy of equal employment opportunity for every person regardless of age, race, color, disability, marital status, gender, sexual orientation, national origin, ancestry, or citizenship.

Bernard Zell recruits, hires, and promotes individuals without regard to these characteristics, and all staffing decisions are based solely on the qualifications of each individual and the legitimate educational needs of our students.

The school does not discriminate in working conditions, physical facilities or any other terms, conditions, or privileges of employment, including transfer compensation, training, promotion, demotion or separation based on age, race, color, disability, marital status, gender, sexual orientation, national origin, ancestry or citizenship. Bernard Zell seeks to provide a work environment that is free from discrimination, intimidation, and harassment based on any of these or other characteristics.

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

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