

Director of Academic Support

Heichal HaTorah

Teaneck, NJ

Salary: \$95,000 - \$115,000

BACKGROUND

The Organization

Heichal HaTorah is an Orthodox Jewish boys' high school in Teaneck, NJ. Students are from New Jersey and New York and come from a variety of Jewish elementary and middle schools. There are currently 230 students, and the school is growing each year. Heichal HaTorah has a rigorous dual curriculum. Students have Judaic Studies lessons and religious activities from 7:45- 2:30, and General Studies (Math, Science, History, English, electives) from 2:30-6:15. Students have additional Judaic Studies class every Sunday, Friday, and select weeknights (depending on their program). Most graduates go on to attend post-secondary Yeshiva study programs and then earn bachelor's degrees. Heichal HaTorah is accredited by Cognia.

The Position

Heichal HaTorah's guidance department is invested in emotional, spiritual, and academic growth for all students. The guidance team has strong connections with the students and is seeking a proficient and innovative High School Academic Support Director to oversee and coordinate academic support services. Students receive assistance with planning, studying, note taking, and anything else that will help them excel scholastically. Students with learning challenges are provided with a Student Plan and the guidance department works with teachers, rabbis, and administrators to provide targeted accommodations such as extra time for tests, assistive technology, modified texts and exams, and more. The guidance team maintains collaborative communication with parents and outside service providers to facilitate comprehensive needs-driven support.

ROLE OVERVIEW

Responsibilities

- Design and implement comprehensive academic support programs tailored to the diverse needs of students, including individual tutoring, small group instruction, and study skills workshops focused on key subject areas such as math and writing.
- Collaborate with teachers to design small group instructions to support students in need.
- Collaborate with teachers, administrators, and support staff to identify students in need of academic intervention and develop targeted support plans, writing 504 Plans when appropriate.
- Coordinate the scheduling of interventions and programs to ensure accessibility for all appropriate students.
- Monitor student progress and academic performance, identify areas for improvement, and implement strategies to address academic challenges.
- Provide guidance and support to students in setting academic goals, developing study habits, and accessing resources for academic success.
- Serve as a liaison between teachers, parents, and students to facilitate communication and support students' learning both inside and outside the classroom.
- Manage academic support team members to meet targets and goals.
- Be available during specific times for students for drop-in academic support.

THE IDEAL CANDIDATE

The ideal candidate for this position possesses the following competencies:

Collaborates Building partnerships and working collaboratively with others to meet shared objectives.	Cultivates Innovation Creating new and better ways for the organization to be successful.	Decision Quality Making good and timely decisions that keep the organization moving forward.
Resourcefulness Securing and deploying resources effectively and efficiently.	Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Instills Trust Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Additional Qualifications

- Previous experience working in special education, academic support, or student services.
- Expertise in application of academic interventions.
- Creative, with leadership experience or potential and passionate about education and working with students.
- Good working knowledge of Jewish education (including leadership development for professionals and lay leaders), culture, traditions, and the unique needs of the Jewish community preferred.
- Experience with high school students preferred.
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities.
- History of creating effective working relationships with internal and external colleagues.
- Sound professional judgment with a reasoned approach to problem solving, objectivity, tact, humility, and flexibility in attitude and openness to differing points of view.
- Master's or Doctoral degree in Special Education, Counseling, Social Work or a related field preferred.

COMPENSATION AND BENEFITS

Salary

\$95,000 - \$115,000 commensurate with experience.

- Works hours to be mutually agreed upon.
- Health, dental, and vision insurance options for FT employees.
- Generous paid vacation schedule including several 1–2-week breaks (Fall, Winter, and Spring), and Jewish holidays.
- 3 week paid vacation in the summer for FT employees.
- QTR (Qualified Tuition Reduction) pre-tax for employee and dependents.
- Coverage and compensation provided for professional development opportunities.
- Warm and supportive collegial environment.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by April 2025.

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[Submit an application](#)