



The N. E. Miles Jewish Day School is seeking an interim Head of School for the 2021-2022 school year. We are seeking an individual with passion and commitment to education, and talent for collaboration and team building.

WHO WE ARE:

Established in 1973 by the Birmingham Jewish Federation, the N. E. Miles Jewish Day School is located on the Montclair Road Jewish Community Campus. The school was born out of community members' desire to provide an excellent general studies and Judaic Studies education for their children in an atmosphere of respect for diversity and love of learning. The school is named for Dr. Nathaniel Edgar Miles (1910-1995), a friend and philanthropist, who devoted his career and life to children and Jewish education, and whose generosity has greatly benefited our school.

OUR MISSION:

The NEMJDS is a community, which integrates Judaic and General Studies, empowering students to impact the world with courage and compassion.

INTERIM HEAD OF SCHOOL JOB DESCRIPTION:

- Provide for the safety and welfare of students and staff including overseeing and coordinating security of the building.
- Respect and understand Jewish culture and religious practices of the NEMJDS
- Uphold the mission, vision and values of our school.
- Work and communicate with multiple stakeholders including parents, teachers, staff, community leaders and board members.
- Report to the Day School Board of Directors.
- Support and manage teachers and administrative staff.
- Monitor the implementation of the instructional program.
- Maintain procedures with regard to evaluation, special student services, discipline, recruitment and retention.
- Coordinate school schedules.
- Ensure that the academic requirements of the state of Alabama are met.
- Ensure that the requirements for SACS accreditation are met.
- Work closely with board and staff to oversee budgets, fundraising and development.
- Maintain relations with colleagues in the Birmingham Jewish and general educational communities.
- Ensure and oversee proper maintenance of school facility.

QUALIFICATIONS:

Prefer candidates with significant educational and administrative experience, strong written and verbal communication skills and commitment to teamwork. Bachelor's degree required.

CONTACT:

Please submit letter of intent and CV to Valerie Thompson at vthompson@nemjds.org