

**Lubavitch Hebrew Academy**  
**General Studies Principal**

The General Studies Principal at LHA joins a team of growth oriented educators who are deeply committed to the concept of *Dirah Bitachonim*, and of developing upright and *chassidische* young men and women. By utilizing a wide range of modalities, the Principal will foster an environment where learning, critical thinking and *menchlichkeit* thrives.

**Staff:**

1. Supervise all General Studies teachers and teachers' aides through formative and summative evaluations and ongoing performance assessments, both formal and informal, throughout the year.
2. Ensure appropriate development and implementation of curriculum, teaching styles and student interactions; Create teacher teams for curriculum links and student progress
3. Review weekly lesson plans to ensure quality of teaching impact
4. Create an atmosphere of teacher enthusiasm through positive interaction and leadership; encourage and foster collaboration between teachers
5. Provide continuing, meaningful professional development and growth opportunities; Creation of professional development "Portfolios" for faculty
6. Ensure that faculty is supported; Develop and maintain collaborative environments and teamwork opportunities; Advocate for salary compensation commensurate with teacher performance, experience and impact; Create onboarding and induction processes for new teachers
7. Assist the central office in the identification and deployment of Substitute Teachers
8. Maintain visibility in the classroom and throughout the school campus;

**Curriculum:**

1. Ensure that the curriculum is based on Florida State Standards, meets Accreditation and Standardized Test standards
2. Work with teachers and teams to align and implement such curriculum; develop and update short and long-term educational goals and objectives for each grade and for the entire school
3. Create and implement goals for remedial, average and high performing students; ensure that teachers are supported in differentiating instruction based on student assessments
4. Encourage cross curricular approaches to the integration of General and Judaic Studies objectives
5. Encourage and demonstrates model teaching and pedagogic practice
6. Ensure that teachers are utilizing state of the art tools and technology for instruction

**Students:**

1. Be aware of and involved in student progress academically and behaviorally via the teachers; identify students who need additional attention
2. Ensure that teachers are aware of all student special needs and/or exceptionalities; work closely with teachers and all support personnel in order to ensure that the student is receiving appropriate services
3. Provide teachers with classroom management and discipline protocols and guidelines
4. Provide leadership and involvement with student groups i.e. Student Council, newspaper, yearbook, school wide events etc.
5. Create an atmosphere of respect by being a role model.

**Parents:**

1. Keep the parent body informed on general school wide programs
2. Ensure that teachers are in close contact with parents regarding student progress;
3. Convene meetings and consultations with parents in order to facilitate parent engagement and support; maintains contact with parents to ensure parental follow-up and responsibility;
4. Provide support to parents who need professional feedback and guidance regarding the growth and development of the student.
5. Ensure that all assessment tools, Report Cards and communications to parents are vetted, reviewed and professionally presented
6. Maintain contact with the PTO.

**Additional Leadership Responsibilities:**

1. Participate as an active member of the school's administrative team; Work in concert with the Dean, Head of School and other Principals and Administration to ensure smooth and seamless implementation of policies, protocols and procedures; provide input regarding the school's Admissions process and procedure
2. Pursue continuing education, staying abreast of new trends and technologies in education; recommend and implement new pedagogic technologies
3. Represent the school's General Studies program at conferences, community meetings and other public fora; be an active presence at functions related to school; attend meetings
4. Maintain our good standing with our accrediting agencies; help ensure policy oversight; ensure transparency when working with school stakeholders
5. Ensure that all extra curricular activities meet school standards
6. Inspire confidence and professionalism; model appropriate behavior in accordance with the school's values and standards; Exhibit empathy and sensitivity to faculty, students and parents; be punctual and purposefulness; dresses appropriately on campus

**Necessary Skills and Abilities**

- Be a proven relationship builder with excellent communications and interpersonal skills; foster a positive work environment
- Excellent pedagogical skills; capacity to plan, initiate, lead and develop educational goals.
- Demonstrate strong executive functioning skills: highly organized, a self-starter, ability to multi-task and prioritize effectively
- Display critical thinking and problem solving skills.
- Possess enthusiasm, a strong work ethic, a sense of humor and ability to manage stressful situations
- Support the school's mission and culture

The General Studies Principal will receive ongoing performance feedback from the Head of School as well as a written **Annual Performance Review**.