

Contra Costa Jewish Day School  
Dean of Faculty  
Senior Administrator

The Contra Costa Jewish Day School (CCJDS) has an opening for the Dean of Faculty position beginning on August 1, 2021. (An earlier start date is welcome to allow for a strong transition from our current Dean of Faculty.) . The Dean of Faculty is a member of our Senior Leadership team.

CCJDS is a K-8 independent school in Lafayette, CA, accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges. CCJDS is located 10-15 minutes east of Oakland/Berkeley and has a staff of 35 serving 165 students in the 2020-21 school year. We are a diverse, welcoming community with a shared commitment to nurturing our students' academic and personal growth. Learn more at [ccjds.org](http://ccjds.org).

The Dean of Faculty's Major Areas of Responsibility include: Teacher Supervision, Student Support, Parent Support, Admissions, Hiring

#### Teacher Supervision

- Curriculum leadership- work with teachers to define, revise and implement a dynamic program
- Weekly/Bi-Weekly one-on-one meetings with teachers to review weekly curriculum and student progress
- Support teachers in goal setting and participation in the annual teacher evaluation process
- Lead a positive faculty culture
- Support teachers' professional development

#### Student Support

- Facilitate meeting individual student needs
- Oversee student IEP plans
- Assist with behavior management challenges
- Manage internal and outside student assessments

#### Parent Support

- Coordinate responses to parent concerns
- Oversee communications, progress reports, and grade reports that are sent home
- Oversee CCJDS Digital Platforms (related to curriculum, class schedules and teacher communications) for content and quality

#### Admissions

- Participate as a Senior Leader on the Admissions Screening Team
- Attend Public Events and represent the Curriculum and Staff
- Discuss potential students with preschool leaders and teachers of potential students

### Hiring

- Prepare and post-teaching openings
- Evaluate openings and conduct an initial screening of candidates
- Arrange and evaluate demo lessons
- Make hiring decisions with Head of School and, when necessary, department representatives

The Dean of Faculty will serve on the school's Senior Administrative Team which is comprised of: Head of School, Dean of Faculty, Director of Advancement, Director of Jewish Life, Assistant Principal.

The Senior Administrative Team manages daily operations and forges annual and long-term strategic plans. In addition to scheduled weekly meetings (one hour) and meetings that arise out of need during the school year, the Senior Admin Team meets daily for two weeks (roughly two hours each day) in August prior to the start of school and two weeks after the close of the school year through the end of June.

The Dean of Faculty post may involve teaching responsibilities (30%). For candidates not teaching there is the potential to make this a Part-Time position.

Salary competitive and commensurate with experience.

Send resume and cover letter, and any initial questions, to Head of School Dean Goldfein at [Mr.Goldfein@ccjds.org](mailto:Mr.Goldfein@ccjds.org) .

To learn more about CCJDS go to [www.ccjds.org](http://www.ccjds.org)

CCJDS does not discriminate based on race, color, national or ethnic origin, sex, religion, sexual orientation, gender identity or physical disability in the admission of students or the employment of staff, nor does it tolerate sexual harassment.