



Ronald C. Wornick Jewish Day School

Head of School

Foster City, California

Background

Ronald C. Wornick Jewish Day School, located in Foster City, California, has been providing an extraordinary education for elementary and middle school students for over 30 years. The school's compelling approach integrates high-level academic and Judaic studies and Hebrew language learning while incorporating cutting edge pedagogic methods. As a community school, Wornick's mission is to develop students who are socially and academically prepared to meet their full potential as engaged leaders committed to a life steeped in Jewish ethics and values. At the heart of Wornick's education is a focus on the whole child and an interdisciplinary curriculum that empowers students by reinforcing children's natural curiosity and creativity and providing them with the skills to discover their own answers.

Wornick engages students in a dynamic relationship with Israel and emphasizes its significance to the Jewish people, history and cultural traditions. Hebrew language is at the curriculum core, and students learn to read, write and speak Modern Hebrew as a second language, organically integrated into the school day.

Wornick embraces a pluralistic student-body and community with religious and cultural diversity as well as diversity of thought. As such, the school is designed to help students contribute to the 21st century Jewish community and the world beyond. Children actively participate in an educational journey that goes beyond the classroom, emphasizing connections across academic subjects and among students, families and community.

Wornick students emerge as innovative and confident leaders who are comfortable with public speaking and have the knowledge and know-how to succeed in high school and throughout life. Intellectual tools and an ethical foundation encourage students to make a difference, with an emphasis on repairing the world (tikkun olam), treating everyone with kindness (chesed), and giving to others (tzedakah). Through differentiated instruction, extensive resource support in both Jewish and General studies and a very strong sense of community, Wornick enables students with a wide variety of learning profiles to feel supported and respected while still maintaining high academic standards. From transitional kindergarten to eighth grade, Wornick supports, challenges and inspires students to become their very best selves.

Ronald C. Wornick Jewish Day School is a TK- eighth grade, CAIS, WASC and NAIS accredited school. More information about the school can be found on the web at: www.wornickjds.org/

Position

The Head of School for Ronald C. Wornick Jewish Day School will be the Chief Executive and Educational Officer of the school. Reporting to the school's Board of Directors, the Head of School will have ultimate responsibility for ensuring the articulation, implementation and advancement of Wornick's vision, mission and history, and for providing an outstanding education to the school's students.

The Head of School will have primary responsibility for all operations of the School, including supervision of the school's management team, oversight of its financial well-being, advancement of its financial resource development, growth of its enrollment, and the building and maintaining of communal relationships and partnerships.

The Head of School will be expected to advance the school's commitment to the highest educational standards in both general and Judaic studies and Hebrew language learning, and to provide a dynamic learning environment for students and teachers. The Head of School will lead efforts to define strategic priorities and to establish systems that respond to today's educational challenges and opportunities and to ensure the school's future success.

The Head of School will be a charismatic and compassionate leader and educator who will motivate, empower and collaborate with the entire school community to partner with him/her in setting the course for sustained growth. This position will require a dedicated student-centered educator who will demonstrate a genuine passion and appreciation for children and their well-being. The Head of School will serve as an advocate for a community-based, multi-denominational education which is welcoming and respectful of all students. The Head of School must also have exemplary communication skills and a high emotional quotient.

Sitting at the heart of innovation in Silicon Valley, this is a unique opportunity for an entrepreneurial executive with a demonstrated growth mindset, to shape and implement a vision for the Wornick community and for Jewish day school education.

Responsibilities

Executive Leadership & Education Management

- Provide leadership and direction – both educational and operational – for the school and its faculty and staff.
- Work together with the President and the Board of Trustees and the professional leadership team to identify and determine priorities, areas for improvement and opportunities for institutional growth.
- Supervise and support the administrative and educational team to ensure that a strong, thoughtful educational plan is in place that is consistent with the mission of the school.
- Maintain and grow a culture of transparency and communication between faculty, parents, students, and board members.
- Ensure proper staffing by defining and evaluating personnel needs for teaching and non-teaching positions. Foster trust and maintain positive morale among staff members.
- Oversee the program for professional development and continuing education for faculty and staff.
- Maintain and develop an ongoing understanding of best practices in education, educational administration and school management, and ensure that this information is shared with board members, faculty and staff as appropriate.
- Direct and collaborate with the Chief Financial Officer to ensure efficient fiscal management and stable financial operation of the school.

- Work with the Chief Financial Officer in the preparation of an annual budget.
- Ensure the timely provision of accurate financial reports to the Board of Directors.
- Provide analysis and projections for any Board-level decisions and/or strategic planning that may have a financial impact on the school.

Institutional Advancement

- Create and implement both short and long-term fundraising strategies. In partnership with the Board and the Executive Committee, participate directly in fundraising activities, including the identification, cultivation and stewardship of donors.
- Research and develop a plan for foundation, corporate and community prospects, and other local and national funding opportunities to increase and diversify the school's funding sources.
- Work in partnership with the administrative team to develop and implement a recruitment strategy for prospective parents. Identify communities in which recruiting efforts should be focused and implement strategies for attracting families.
- Cultivate collaborative relationships with the professionals, lay leaders and clergy of Bay Area organizations, synagogues and educational institutions.

Qualifications

For this critical role, the leadership seeks a Head of School with an ability to communicate and articulate the vision, mission, values and ideas of Wornick in an inspiring, thoughtful and consensus-building manner to all constituencies. This position requires an "out of the box", entrepreneurial and data-driven leader who engenders confidence and approaches the job with curiosity and a willingness to try new things. The successful Head of School will also possess the following:

- Dynamic relationship builder who displays a sincere interest in each student and engages them with the values and ethos of the school.
- Proven track record as an organizational leader and/or educational administrator.
- Open and collaborative management and leadership style. Comfort with soliciting input from others while still being decisive and independent in the decision-making process. Strong ability to delegate and transfer authority and responsibility for work to others.
- Ability to see the "big picture" and maintain a strategic overview in addressing problems and planning solutions in a results-oriented manner. Vision to develop and advocate for new, imaginative and unique solutions.
- Demonstrated track-record of identifying, attracting and developing top talent.
- Visionary leadership with a proven growth mindset who sets an expectation of excellence in every facet of the school.
- Successful track record with the development and implementation of an advancement strategy, and experience with donor cultivation.

- Ability to set clear priorities from amongst a number of diverse tasks and needs, meeting predetermined schedules and laying out a timely course of action to address issues and problems.
- Excellent people skills. Warm, honest and fair approach in dealing with others. Ability to interact and engage comfortably with a wide variety of key constituents including students, parents, Board members, major donors and community leaders.
- Advanced degree preferred.

This position description is based upon material provided by Ronald C. Wornick Jewish Day School, an equal opportunity employer.

Dara Z. Klarfeld, CEO
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To apply to this position please visit www.DRGsearch.com