

Job Title: Elementary Principal – General Studies (Grades 1–5)

Position Overview

Katz Hillel Day School seeks an experienced and mission-driven Elementary Principal for General Studies (Grades 1–5) to provide visionary academic and operational leadership within a private school environment. The Principal is responsible for cultivating excellence in teaching and learning, supporting faculty growth, and fostering a values-based, student-centered school culture in alignment with KHDS's philosophy and educational mission.

Primary Responsibilities

Academic & Instructional Leadership

- Provide leadership in the design, implementation, and continuous improvement of the General Studies curriculum for Grades 1–5
- Ensure instructional practices reflect current research, best practices, and the educational philosophy of KHDS
- Monitor student achievement through qualitative and quantitative measures and guide instructional adjustments
- Support differentiated instruction and inclusive practices to meet the needs of all learners

Faculty Leadership & Professional Growth

- Recruit, supervise, evaluate, and mentor faculty
- Foster a culture of professionalism, collaboration, and continuous improvement
- Plan and facilitate professional development aligned with the school's mission and strategic priorities

Student Life & School Culture

- Promote a nurturing, respectful, and values-centered learning environment
- Support student character development, well-being, and positive behavior
- Collaborate with learning support services and guidance department to ensure student success

Operations & Institutional Responsibilities

- Oversee day-to-day operations of the elementary division (Grades 1–5), including carpool arrival, lunchroom, and dismissal
- Ensure compliance with accreditation requirements, internal policies, and best practices for private schools

- Participate in budgeting, staffing, scheduling, and resource planning in collaboration with the Head of School

Family & Community Partnership

- Build strong, trust-based relationships with families through consistent and transparent communication
- Represent the elementary division at school events, admissions activities, and community functions
- Support parent engagement initiatives consistent with the values of a private school community

Qualifications

Required

- Master's degree in Education or a related field
- Minimum of 5–7 years of elementary teaching and leadership experience
- Demonstrated leadership experience in an elementary or private school setting
- Strong understanding of child development and elementary pedagogy

Skills & Attributes

- Instructional leadership grounded in best practices and educational excellence
- Strong interpersonal, communication, and organizational skills
- Ability to lead with integrity, empathy, and professionalism
- Commitment to student-centered, values-based education
- Collaborative leadership style with a growth mindset

Work Schedule & Expectations

- Full-time, on-campus position
- Occasional evening or weekend commitments for school events, meetings, and family engagement