



TVT Community Day School
Lower School Division Head Search
Irvine, California
Position Starts July 1, 2023

ACADEMICS ARE IMPORTANT. CHARACTER IS PARAMOUNT.



TVT Community Day School

TVT is not only a school but a strong community—one which will know each child's academic ability as well as foster and invest in their character development. Established in 1981 as a Lower School, TVT opened the Middle School and Upper School in 1997. TVT is dedicated to building an inclusive pluralistic education community. While academic success is important, equally important are the character values they teach, the sense of pride and Jewish values that they instill, the community culture that they nurture, and appreciation of the important things in life. TVT believes all of these qualities are essential for a world-class education.

The lower school, with an enrollment of over 400 students, spans transitional kindergarten through fifth grade, incorporates innovative educational techniques into its safe and nurturing environment to create self-directed learners who are confident and inquisitive. The Lower School's dual curriculum in general and Jewish studies, and robust options for academic acceleration and student support ensure an individualized approach for each student within their care.

As remarkable as the academics are at TVT, they understand the importance of educating the whole child. Character is paramount and equally

MISSION

TVT Community Day School is an inclusive Jewish school of inquiry and innovation where academics are important and character is paramount.





At A Glance

Enrollment: 820
 Lower School: 402
 Faculty: 87
 Lower School: 44
 Student to Faculty Ratio: 8:1

Other Facts:

TVT Community Day School is a leading TK-12 college preparatory school ranked by [Niche.com](https://www.niche.com) as the:
 #1 Jewish school in California
 # 1 Ranked K-12 School in Orange County

For More Visit:

www.tarbut.com

important are the values that are being taught, the sense of pride that is instilled and the community culture that is nurtured. In Lower School, they work with children on understanding that their feelings are valid and that they have control over their body and their thinking. Character development centers on self-control, curiosity, and empathy through living Jewish Values: *emet* (truth), *tzedek* (justice), *chesed* (kindness), *kavod* (respect), *tikkun olam* (repairing the world), *k'lal yisrael* (community).

The goal in the Lower School is to develop independent learners who are eager to work hard to solve problems in order to further their knowledge of the way the world works. The faculty at TVT share a common belief that students are more engaged in the process of their own learning when the material is relevant and applicable to their everyday lives. Because technology has created immediate access to every type of information, faculty have turned their focus to teaching skills, such as strategies for problem-solving, that cannot be learned through technology. Teaching must include hands-on, individualized exploration of how to be successful in an ever-changing, technology-rich society.

TVT faculty members work to make the process of thinking through a problem more visible, so that students are able to approach a problem in a more systematic way. This allows students to discover new ways to express their ideas, and they can do so more concisely, articulately, and logically. When students know how to approach a difficult problem, they are able to apply this process to a variety of disciplines and situations. TVT Lower School students move onto middle school with unique skills that allow them to attack a difficult math problem confidently; step outside of a thorny social situation and view it from multiple perspectives; and independently arrive at innovative and creative solutions to the everyday problems they face as part of living in a complex world.





The Campus

The campus sits on 21.5 acres with state-of-the-art facilities that is child centered and inspires innovation and collaboration. Anyone who visits campus is moved by the energy, kindness and strong sense of community that is palpable in all parts of the school.

Earning the prestigious "Honor Award" from the American Institute of Architects, the spacious hillside campus provides:

- 150,000 square feet of state-of-the-art facilities
- The latest technology integrated into all classrooms
- Gymnasium and two full-size athletic fields
- A library with the largest collection of Jewish reference books and A/V materials in Orange County
- State-of-the-art digital film production studio on-site which complements our digital photography and film production courses

Irvine and Surrounding Areas:

Irvine, California is an exceptional place to live and work. With an annual average of 300 days of sunshine and America's largest urban open space network, Irvine offers excellent schools and universities, 360 miles of connected bike trails, the lowest crime rate of any large city in America, and over 800 community organizations. Within a half hour commute to TVT Community Day School are the beach communities of Costa Mesa and Newport Beach, among others. Situated one hour south of Los Angeles, and about an hour and half north of San Diego, Irvine offers easy access to all the perks of Southern California living from skiing in the winter to year-round surfing.



THE LOWER SCHOOL DIVISION HEAD POSITION SUMMARY



The Lower School Division Head serves as the chief administrator of the Lower School in developing and implementing policies, programs, curricula and budgets in a manner that promotes the educational development of each student and staff member in alignment with the School's mission and educational philosophy.

Essential Job Functions:

- Make meaningful impacts on student's lives by creating an innovative, positive and dynamic atmosphere conducive to learning.
- Be an advocate of diverse learning modalities to promote and enhance individual student strengths.
- Prepare and inspire faculty to instill in our students a love of learning and knowledge.
- Act as the educational leader of the Lower School, responsible for its day-to-day operation; direct the activities of the members of the school instructional and the non-instructional staff in the performance of their duties.
- Function as the chief articulator of the division's educational programs, expectations, and

behavioral guidelines.

- Through collaborative and respectful leadership skills, nurture a strong sense of community for students, parents and staff.
- Be an active, collaborative member of the Head of School Senior Leadership Team.
- Observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; supervise the teaching process, and review and evaluate academic programs.
- Be a visible presence in all areas of the school; work toward a resolution of all problems - both routine and unique - as they arise; keep the Head of School informed of the general programs, activities, and challenges of the school.
- Be aware of the educational, physical, social, and psychological needs of the members of our school community and develop plans for meeting these needs.
- Oversee and direct the activities of the lead teachers, the sponsors of various student organizations and activities, and faculty committees. Make recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.

- Prepare a master school class schedule and assign teachers and students to classes and other obligations.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Develop the annual objectives for the instructional, extracurricular and athletic programs of the school.
- Develop and manage an annual preliminary budget for review by the HOS and CFO/COO.
- Perform other duties as assigned by the Head of School.

Qualifications (preferred) and Desired Attributes:

- Bachelor's degree required, Master's degree preferred.
- Experience in school management with minimum 2 years of experience in school administration.
- Ability to maintain confidential, collaborative and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations vendors and the general public.
- Demonstrated commitment to Jewish Pluralistic education and communities.
- Takes initiative and is self-directed.
- Attention to detail and strong organizational and communication skills.
- Personal qualities of integrity, optimism, flexibility and humor.

Working Conditions:

Environment:

- Office and Classroom environment.

Physical Demands:

- Sitting, standing and walking for extended periods of time.
- Read handwritten documents and other records or reports.
- Some light lifting and carrying.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and monitor children.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials.
- Bending at the waist, kneeling or crouching.

TVT provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act to enable such qualified individuals to perform the essential functions of the job.

Salary range \$175K - \$225K.

APPLICATION PROCESS

The Lower School Division Head will be an individual of outstanding character, whose personal and professional skills match the School's culture and who will inspire and enable TVT Community Day School to achieve its vision for the future.

Applications are due by February 1, 2023 and the Search Committee expects to complete the search by late March 2023. The next Lower School Division Head of TVT Community Day School will begin responsibilities on July 1, 2023.

Candidates interested in this position are asked to submit the following materials in a single merged document as soon as possible:

- EC Candidate Summary Sheet and Disclosure Form (contact Eric Temple and/or Joan Beauregard for the documents)
- Letter of Interest addressed to the Search Committee
- Current résumé
- Statement of Educational Philosophy
- A list of five or more references with contact information (including phone numbers and email addresses)
- Up to three letters of reference (optional)

Please address any inquiries or expressions of interest to:

Eric Temple, Partner, Educators Collaborative, LLC

temp62@mac.com or

etemple@educatorscollaborative.com

Phone: 415-279-1837

Joan Beauregard, Partner, Educators Collaborative, LLC

jbeau@comcast.net or

jbeauregard@educatorscollaborative.com

Phone: 206-851-6616

TVT is committed to equal employment opportunities. We welcome diversity and do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), marital status, sex (including breastfeeding or medical conditions relating to breastfeeding), pregnancy, perceived pregnancy, childbirth or related medical conditions, sexual orientation, age, and active military or veteran status.



LOWER SCHOOL CAMPUS

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EDUCATORS COLLABORATIVE