

Principal – Job Description

About Politz Day School of Cherry Hill

Politz Day School of Cherry Hill is a vibrant Orthodox day school serving a broad spectrum of Jewish families in Southern New Jersey. Politz is deeply committed to educational excellence in both Judaic and General Studies, nurturing the *whole child*—academically, spiritually, socially, and emotionally—within a warm, joyful, and values-driven environment.

Our mission is to foster a deep and joyful connection to Hashem, instill love of Torah and Jewish values, promote achdut and respect for every Jew, and inspire a meaningful relationship with the holiness of the Land and State of Israel. Politz embraces the diversity of our community and proudly serves families across the spectrum of Orthodox practice, while maintaining high standards of Torah learning, middot, and academic rigor.

We believe in partnership with parents, clear and consistent communication, and a school culture that inspires Politz pride inside and outside the classroom. Our vision is to prepare students for a lifetime of academic success, spiritual growth, leadership, and purposeful Jewish living.

Position Overview

The Judaics Principal serves as a key member of the school’s leadership team and is responsible for overseeing the Judaic Studies faculty, curriculum, instruction, and school-wide Judaic programming. This role ensures that Judaic Studies teaching aligns with the mission, values, and educational philosophy of Politz Day School of Cherry Hill.

A successful Judaics Principal appreciates the unique profile of a community day school and understands that serving a broad spectrum of Orthodox families is a **core pillar of this role**. This leader is skilled at understanding, supporting, and communicating effectively with families across a wide range of religious observance, backgrounds, and expectations, and approaches this diversity with sensitivity, confidence, and clarity. This role requires educational leadership, strong interpersonal skills, and the ability to balance high expectations with warmth, clarity, and inclusivity.

The Judaics Principal supports teachers, guides instructional excellence, monitors compliance with school policies, and fosters strong relationships with students, families, and staff.

Key Responsibilities

1. Faculty Supervision & Daily Oversight

- Ensure Judaic Studies teachers adhere to all daily responsibilities, including punctuality, supervision expectations, and professional conduct.
- Ensure consistent and high-quality communication between Judaic Studies teachers and parents, including timely responses and updates.
- Monitor proper supervision of students and ensure safety protocols are consistently followed.
- Support faculty in maintaining professionalism and adherence to school policies and procedures.

2. Curriculum, Instruction, & Lesson Planning

- Oversee the development, implementation, and alignment of the Judaic Studies curriculum with school standards, values, and instructional goals.
- Review weekly Judaic Studies lesson plans for quality, completeness, and alignment with required templates (Standards, Objectives, Differentiation, Accommodations, Assessments, etc.).
- Ensure instruction is developmentally appropriate, engaging, and aligned with Judaic Studies benchmarks and school expectations.
- Oversee curriculum mapping and ensure consistency and continuity across grades.
- Support teachers in implementing accommodations from IEPs, 504s, and medical plans, ensuring legal and instructional compliance.
- Oversee documentation and implementation of Tier 2 interventions and ensure appropriate communication with families.

3. Technology & Innovation

- Ensure effective use of school-approved technology platforms for curriculum management, assessment, communication, and documentation.
- Demonstrate comfort utilizing technology for curriculum management and seek innovative ways to thoughtfully integrate technology into Judaic learning in the future.

4. Classroom Environment & Student Experience

- Ensure Judaic Studies classrooms reflect an engaging, organized, and positive learning environment.
- Monitor classroom management practices and support teachers in using appropriate and effective discipline strategies.
- Provide coaching to ensure safe, clean, and welcoming learning spaces.
- Ensure accessibility and safety requirements are consistently upheld.

5. Communication, Reporting, & Documentation

- Ensure regular, proactive communication with families regarding student progress and concerns.

- Review Judaic Studies newsletters and communications for accuracy, clarity, and timeliness.
- Oversee preparation of substitute plans and required documentation.
- Ensure all significant student incidents are reported and documented appropriately.

6. Meetings, Compliance, & Professional Responsibilities

- Lead Judaic Studies PLCs, department meetings, and collaborative planning sessions.
- Ensure faculty participation in required meetings, professional development, and school-wide responsibilities.
- Train faculty on emergency procedures and student safety protocols.
- Monitor compliance with school policies, procedures, and deadlines.

7. Professional Growth, Coaching, & Evaluation

- Provide ongoing coaching, mentorship, and support to Judaic Studies faculty.
- Conduct formal and informal classroom observations and provide constructive, growth-oriented feedback.
- Identify professional development needs and help coordinate relevant training opportunities.
- Foster a culture of reflection, collaboration, accountability, and continuous improvement.

8. School Culture & Judaic Leadership

- Serve as a spiritual and educational leader, fostering a warm, inspiring, and inclusive Judaic environment throughout the school.
- Partner with school leadership on Judaic programming, chagim, tefillah, and experiential Jewish learning.
- Serve as a liaison between Judaic Studies faculty, families, and the broader leadership team.
- Model and uphold the mission, values, and religious standards of Politz Day School of Cherry Hill.

Qualifications

Community & Spectrum Leadership (Essential)

- Comfort engaging thoughtfully and respectfully with differing family practices, hashkafot, and expectations while upholding the school's mission and standards.
- Strong skills in proactive communication, boundary-setting, and relationship-building with parents in a diverse community.
- Background in Jewish education, Judaic Studies, school leadership, or administration.
- Demonstrated experience supervising, mentoring, and evaluating teachers.

- Strong understanding of Judaic pedagogy, child development, and differentiated instruction.
- Ability to work effectively with and communicate sensitively to families across a broad spectrum of religious observance.
- Comfort utilizing technology for curriculum management, assessment, and communication, with an interest in innovation and growth.
- Excellent organizational, communication, and interpersonal skills.
- Deep commitment to Torah values, Jewish learning, and the mission of Politz Day School of Cherry Hill.