

YGW – Tiferes Gedaliah

Assistant Headmaster Job Announcement

The Yeshiva of Greater Washington-Tiferes Gedaliah (YGW) is looking for a personable, process orientated, educational administrator with strong business acumen to fill the position of Assistant Headmaster. The Assistant Headmaster is the deputy to the headmaster and is responsible for the day-to-day operational leadership of the Middle School, High School, and Administration. The Assistant Headmaster is supervised by the headmaster and has seven direct reports.

YGW is an orthodox Jewish middle school, high school and college program on two campuses that has been serving the Greater Washington community for over 50 years. Both campuses are located in Silver Spring, Maryland, a vibrant observant community with a mature infrastructure.

RESPONSIBILITIES:

- Supervise the effective and efficient implementation of the educational vision and policies of the Headmaster and the Board of Directors
- Assist the Headmaster in evaluating and revising curriculum and in developing a comprehensive staff development program
- Work together with the Headmaster, Educational Leadership, and the Board in developing strategic plan and annual goals for the school
- Oversee business operations including but not limited to annual budget, enrollment, communications, IT, facilities, and human resources
- Work with the Board of Directors as needed

QUALIFICATIONS:

- Outgoing, friendly, and professional demeanor with leadership qualities
- Strong management skills
- Demonstrated ability in crafting and enforcing policies
- Detail oriented and organized with a strong work ethic
- 5 years of service as a Principal or equivalent experience
- Semicha required
- Previous experience with Excel preferred
- Experience with PowerSchool or other educational database a plus

To apply, send your cover letter, resume, and salary requirements (salary history is acceptable substitute), via email to employment@yeshiva.edu . Please include “Asst Headmaster” in the subject line.