



Lower School Dean of Students

About Shefa:

The Shefa School is a Jewish community day school in Manhattan serving students in grades K-8 who benefit from a specialized educational environment in order to develop their strengths while addressing their learning challenges. We specifically serve students with language-based learning disabilities who have not yet reached their potential levels of success in traditional classroom settings. Shefa is a pluralistic community school, serving families across the range of Jewish involvement and observance. At Shefa, we believe that differences are a source of strength and that we are all enriched by a diversity of perspectives.

About the Position:

The Shefa School is seeking a full-time Lower School Dean of Students to join our Lower School Leadership Team. This is a 10-month faculty position.

Key Responsibilities:

- Mentor and provide coaching in classroom management to Lower School faculty members.
- Support student behavior and discipline under the direction of the Heads of Lower School, including implementing appropriate consequences.
- Work collaboratively with teachers and the psychology team to create proactive and reactive behavior management plans in response to student needs.
- Communicate proactively with families regarding behavioral concerns and progress, ensuring consistent and compassionate home-school communication in partnership with classroom teachers and the psychology team.
- Partner with school leadership and psychology team to address student services and special support needs.
- Collaborate with administration, psychology team, specials teachers, and other staff to implement Responsive Classroom practices and Social-Emotional Learning curriculum across the Lower School.
- Provide on-the-ground behavioral support during arrival, lunch, and dismissal.
- Lead occasional professional development workshops for staff on topics related to classroom management and behavior

Qualifications:

- Master's degree in Special Education, School Leadership, School Psychology/Counseling, or a closely related field
- Minimum of 5 years of experience working in a special education setting, preferably at the elementary level
- Demonstrates experience leading student behavior systems, including proactive supports, restorative/problem-solving practices, crisis intervention, and developmentally appropriate consequences
- Exhibits skill in building a positive school culture through community-building routines (e.g., Responsive Classroom structures and SEL skill-building); training or certification in Responsive Classroom preferred
- Experience mentoring and coaching teachers in classroom management, including providing constructive feedback through observation and coaching cycles
- Understanding of the intersection between learning disabilities and social-emotional development, including the impact of executive function challenges on behavior
- Strong written communication skills (family follow-up, behavior plans, meeting notes)
- Proven ability to collaborate effectively with psych/clinical teams, administrators, teachers, and related service providers, and to build strong, responsive relationships with families through consistent home–school communication
- Cultural competency and experience working with diverse family structures and backgrounds
- Proficiency with student information systems and behavior tracking/documentation tools

We believe in investing in our employees' development and aim to provide a supportive work environment characterized by thoughtful and generous feedback and opportunities for growth and advancement.

The Shefa School is committed to the values of diversity, equity, and inclusion and ensuring a warm, welcoming, and nurturing environment for all. We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We especially encourage candidates from historically underrepresented communities to apply.

Salary Range: \$80,000 - \$120,000 commensurate with experience

Please send a cover letter and resume to: jobs@shefaschool.org