



Assistant Head of Early Elementary for K-2

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 Assistant Head of Early Elementary for Kindergarten-2nd grade. The Assistant Head of Early Elementary will collaborate closely with and report to the Head of Lower School to oversee the day-to-day operations of the youngest grades in the Lower School.

Key Responsibilities:

- Provide instructional leadership for grades K-2, ensuring high-quality, developmentally appropriate programming aligned with best practices in early childhood and language-based learning disabilities.
- Supervise and coach faculty, including lead teachers, assistant teachers, and classroom support staff, fostering a culture of collaboration, excellence, and continuous improvement.
- Provide leadership around student behavior support, ensuring proactive, developmentally appropriate approaches to behavior, emotional regulation, and social skills, and supporting staff in responding to student needs with consistency and care.
- Collaborate with curricular coaches to oversee curriculum planning and implementation across subject areas.
- Ensure consistent progress monitoring and data-informed instruction, supporting staff in using assessments and observation data to guide interventions and student support.
- Coordinate multidisciplinary collaboration among classroom teachers and related service providers (e.g., speech-language therapy, occupational therapy, social skills), ensuring cohesive support for each student.

- Lead student intake, screening, and placement processes, in partnership with the admissions team and school leadership, supporting appropriate classroom placements and smooth onboarding.
- Partner closely with families, serving as a primary point of contact with parents/guardians and leading conferences, communication, and family support initiatives.
- Manage scheduling and program operations, including classroom schedules, related services schedules, staffing coverage, and daily logistics such as arrival/dismissal and transitions.
- Build and sustain a warm, inclusive culture aligned with the school's Jewish mission and values, including collaboratively planning developmentally appropriate holiday programming and community-building activities.

Qualifications:

- Master's Degree in Special Education or related field
- At least 7 years of relevant teaching experience
- Experience teaching students with language-based learning disabilities and using multisensory instruction
- Demonstrated success with supervision, coaching, mentoring, and curriculum development
- Exceptional communication skills with a demonstrated ability to establish and maintain effective working relationships with a wide range of individuals/groups

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: \$100,000 - \$130,000 commensurate with experience

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