



Director of Outplacement

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 Director of Outplacement to join our Administrative Team. This is a part-time position that could be structured as a part-time administrative role, or as a hybrid role combining Director of Outplacement responsibilities with a part-time teaching role, creating a full-time position.

The Director of Outplacement is responsible for all aspects of the school's placement process, guiding our students and families through the application and selection procedures. The Director of Outplacement reports to the Head of School and consults with the Heads of Lower and Middle School.

Key Responsibilities:

- Oversee and manage placement timeline and processes
- Effectively communicate with students and parents concerning high schools (independent, boarding, public and Jewish Day Schools) and all aspects of the application cycle
- Develop and foster powerful relationships with admissions directors and placement directors in New York and New Jersey area schools
- Partner with the administration, teachers and advisors to ensure a collaborative approach for students and families
- Coordinate with the Lower School, when applicable
- Provide on-the-ground behavioral support during arrival, lunch, and dismissal.

- Compile and analyze placement data trends and projections and share them with school leaders and Board of Trustees

Qualifications:

- Bachelor's degree in a related field required
- Direct experience in high school placement
- Superb communication skills
- Commitment to collaboration and sensitivity and warmth in relationship building

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: \$30,000 - \$70,000 commensurate with experience

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