



ACADEMIC DEAN - GREEN RUN COLLEGIATE

GENERAL RESPONSIBILITIES

Under the leadership of the Head of School, the position is responsible for providing leadership, alignment, coordination, and delivery in the development and improvement of the curriculum program for Green Run Collegiate (GRC). In addition, the position is responsible for promoting the GRC program, the school's vision, mission, and goals in their interaction with students, parents, staff and the community. Work collaboratively with the Head of School to direct and maintain the day-to-day operation of the school.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Promote the program to prospective students, parents, universities, potential employers, and the community.
- Collaborate with the Head of School and International Baccalaureate Coordinator to interpret and coordinate division wide curriculum/instructional goals and objectives to teachers, parents, pupils and the community.
- Coordinate and evaluate all activities and programs that are outgrowths of the school's curriculum.
- Process, enforce and assist in the administration and development of the site's discipline policy; maintain student discipline and deal with special cases as necessary.
- Collect, review, and analyze discipline data; implement strategies with parents, students, and teachers to facilitate student behavior change.
- Plan and implement a systematic method of supervising GRC's instructional program through the use of observations, documentations and follow-up conferences.
- Assist the Head of School with staff evaluations
- Develop individualized instruction to help each student scholar achieve curricular objectives.
- Support and work collaboratively with administrative and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the division.
- Review and analyze assessment data for the school.
- Provide ongoing instructional support and classroom management assistance for continuing contract and probationary teachers.
- Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials, equipment and teaching aids.
- Work collaboratively with team members and principals of assigned schools to develop, update, and implement annual school service plans or five (5) year plans.
- Assist in the coordination and supervision of school counseling services.
- Provide guidance and leadership to assigned security staff regarding discipline policies and school safety.
- Requisition supplies, textbooks and equipment; conduct inventory; maintain records and check on receipts for such material.
- Assist in the formation of the staff handbook and student information sheets and forms.
- Coordinate transportation, custodial, and cafeteria services; assist with safety inspection and safety drill activities.
- Coordinate the utilization of the academy's facility; routinely inspect the facilities including hallways, restrooms, classrooms, parking lots and special areas.
- Supervise and monitor the overall student activities' programs.
- Serve as the School Test Coordinator for all national and state assessment programs; coordinate and implement building-level testing procedures and protocols for national, state, and local testing as applicable.
- Identify appropriate remediation services and students eligible for such services.
- Plan, schedule, and coordinate school intervention, remediation, and tutorial programs/classes.
- Review and track attendance and academic progress of students being served in remediation, intervention and tutorial programs; determine progress and recommend adjustments as needed.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the practices, methods and techniques used in the administration and supervision of a secondary level school; thorough knowledge of prescribed School Board policies and procedures; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

EDUCATION AND EXPERIENCE

Required: Master's Degree in education administration, certification in Administration and Supervision PreK-12, and a minimum of three years teaching experience.

Preferred: Experience working with the AVID (Advancement Via Individual Determination) and IB (International Baccalaureate) programs.

PHYSICAL REQUIREMENTS

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. The duties of this job are conducted in a school, in students' homes, and other locations. While performing the duties of this job, the employee is regularly required to drive, sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.