

**ADMINISTRATIVE DEAN**

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**TITLE:** Administrative Dean

**REPORTS TO:** School Principal

**SUPERVISES:** N/A

**JOB FUNCTION:** Provide administrative service and technical assistance to staff as well as other stakeholders. Assist schools in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing the gap. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

**DUTIES AND RESPONSIBILITIES:**

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- Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
- Engages staff in intensive data analysis and results planning
- Implements and supports the goals determined by the district/schools' comprehensive plan.
- Works collaboratively with other educators to integrate educational initiatives and resources
- Assists in program implementation and curriculum development
- Assists schools in developing and implementing comprehensive plans designed to meet individual schools' student achievement needs.
- Assists schools in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment
- Models a variety of instructional strategies designed to be rigorous and mirror assessment.
- Assists in identifying professional development needs and developing long-range professional development plans
- Coaches and models research based instructional strategies.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Mentors new teachers
- Supervises staff as needed and required.
- Evaluates staff as needed and required.
- Maintains regular attendance.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Master's Degree
- Three (3) years of successful teaching and/or leadership in instruction, curriculum and assessment experience
- Certification in administration (Principal)

*Original Date:* \_\_\_\_\_

*Revision Date:* 07/2012