

ACADEMIC DEAN

TITLE: Academic 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 achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

DUTIES AND RESPONSIBILITIES:

- 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' School Improvement 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 School Improvement 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

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DUTIES AND RESPONSIBILITIES (CONT.):

- Coaches and models research based instructional strategies
- Mentors new teachers
- Maintains regular attendance
- Performs other duties as assigned

PHYSICAL DEMANDS:

- 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:

- Minimum of five (5) years of professional teaching experience at the secondary level and holds a valid teaching degree
- Bachelor's Degree
- Master's Degree in Education
- Minimum of two (2) years experience as a successful leader in instruction, curriculum and assessment (Department Chair, District Committee work, KTIP resource teacher, SBDM member, etc.)
- Basic technological/computer skills

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certificate
- Supervisor of Instruction or Consultant Certificate

Original Date: 05/2004

Revision Date: 07/2012