



ASSOCIATE DEAN OF THE BELLE ÉPOQUE (GRADE 11 & 12) CAMPUS

Ideal qualifications

- Masters degree in an appropriate field
- Successful educational administrative experience
- Successful IB Diploma Programme teaching experience
- 3 to 5 years IB Diploma Coordination experience
- Boarding school experience
- Strong technology skills and experience managing Google Platform for education
- Excellent organization and strong communication skills
- Genuine desire to advise and support student academic progress

Reports to:

- For the responsibility of Associate Dean of BEC: Dean of Academics
- For student & residential life responsibilities: Dean of Students

Goals and Objectives

- Teach and model the LAS Mission Statement - *Developing innovative, compassionate, responsible citizens of the world* - and LAS Learner Profile in and out of the classroom.
- Lead student learning which is accessible to multiple linguistic levels and learning styles, promotes reflection and academic honesty and encourages student responsibility for learning.
- Organize safe and engaging classroom, dormitory, and activity environments that promote student-centred individualized learning, internationalism and mutual respect, and high academic and personal standards.
- Collaboratively plan course and program delivery based on school learning outcomes, educational policies, and a holistic view of student learning.
- Model positive approaches to learning through displaying cultural sensitivity, maintaining collegial relationships, and participating in processes for reflective professional development.

Professional Responsibilities *(from sections 3, 4, 5 of the Faculty Handbook)*

Academic Affairs

- With the Dean of Academics develop, encourage and control the implementation of academic excellence in course offering, teaching classroom work, review and monitoring.
- With the Dean of Academics, assist in recruiting, screening, hiring, assigning and evaluating the Belle Époque academic staff.
- With the Dean of Academics, assist in directing professional development programs for the Belle Époque academic staff.
- With the Dean of Academics and the Dean of Students, assist in the running of New Faculty Orientation and Full Faculty Orientation in August.
- Work with the Dean of Academics in filling unexpected openings over the summer months.
- Work with the Dean of Academics and the Senior Academic Team to oversee curriculum development and review as directed by Department Heads.
- Work with the Dean of Academics and the Dean of Students in updating the LAS Student Handbook on a yearly basis.



Student Support

- Work as the point of first academic contact for all Belle Époque Campus students, assisting them with course scheduling, progress tracking, strategies for success, and other academic matters.
- Create academic contracts/interventions at defined intervals for students with academic/conduct needs, and communicate with students, parents, dorm staff, admissions, and faculty on the status of contracts.
- With the Dean of Academics, the IB DP Coordinator and the University Advising Office, oversee student course selection, particularly with regards to DP course choice and university admissions.
- With the Dean of Academics, the IB DP Coordinator, and the BEC Learning Support Specialist ensure that students with special educational needs receive proper support.
- Serve as an intermediary between students, parents, and teachers as necessary.
- With the Dean of Academics and the IB DP Coordinator address academic honesty as a core school goal and objective.
- Foster a culture of academic positivity and celebration of student success.

IB Diploma Programme

- Work with the Dean of Academics, the IB DP Coordinator, and the Admissions Office in annually admitting students to the IB Diploma Programme.
- With the Dean of Academics and the University Advising Office, oversee the appropriateness of student course choices.
- Accommodate transfer IB students by liaising with their previous school and/or providing the receiving school with necessary information.
- Assist the IB DP Coordinator in the handling and the distribution of IB results to students and the school in July and with the University Advising Office support students in the results service process.
- Analyse internal and external IB data for teaching and learning and make recommendations on research-based programmatic improvement.
- Support the school's drive to increase IB participation, develop individualized program choice for every student, and achieve a 100% DP passing rate.

Administrative

- Coordinate new and returning Belle Époque Campus student orientation, testing, registration and course placement in August and mid-term orientation in January.
- Assist in annually updating the Student Handbook.
- Organize final semester examinations.
- Serve on the Students of Concern Committee, the Senior Academic Team and the Academic Team.
- Fulfil other professional duties as outlined in the Faculty Handbook.
- Assist in special projects or other duties as assigned by the Dean of Academics.

Residential and Student Life

- Serve a full residential duty rotation as an administrator on call, dormitory supervisor, campus rover, or other assigned role.
- Act as Faculty Family "parent" through organized activities and regularly scheduled meetings to monitor the academic and social adjustment of assigned "children" (students).
- Participate in the Cultural Trip program as specified by the Faculty Handbook.