

LOMPOC UNIFIED SCHOOL DISTRICT

POSITION TITLE: ACADEMIC DEAN – SPLIT POSITION, ELEMENTARY – 2016-2017

BASIC FUNCTION:

Under the direction and supervision of the principal, the Academic Dean assists in the development and implementation of instructional programs at the District's Title I elementary schools, training staff in the implementation of effective instructional practices with particular emphasis directed to English learners. The Academic Dean assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff.

REPRESENTATIVE DUTIES:

INSTRUCTIONAL LEADERSHIP:

Assists in leading the instructional program for English learners.
Assists in coaching teachers, and setting parameters for professional learning communities using data such as long-term English learner (LTEL) to guide instruction and program development.
Fosters a positive and collaborative staff culture based on respect and trust.
Collaborates with principal(s) and leadership team(s) to design and implement staff development opportunities in unique and meaningful ways.
Supervises and evaluates staff members as assigned.
Conducts regular classroom visitations.

SCHOOL CULTURE AND CLIMATE:

Fosters shared accountability by all in holding high expectations for student success and an inclusive learning environment.
Supports positive student interactions with peers and staff.
Values and employs the rich cultural and linguistic diversity of staff, students and their families.
Ensures a positive school climate and strong sense of security amongst students and staff.
Assists the principal(s) in cultivating a shared learning environment in which students actively engage in its design and implementation.

FAMILY AND COMMUNITY:

Assists the principal(s) in ensuring that parent and student voices are reflected in school goals through various platforms such as the English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), School Site Council (SSC), and neighborhood associations.
Promotes collaborative problem solving and creativity in program and extracurricular design so that parents are involved in the school community through various means.
Assists the principal(s) in engaging the community's diverse interests and needs, and developing community resources to meet those needs.

Administrative and Operational Oversight

Assures health, safety and welfare of students and staff.

Assists the principal(s) in the preparation and maintenance of a variety of reports to meet local, state and federal mandates regarding student attendance, achievement and behavior.

Assists the principal(s) in coordinating school operations including budget management, allocation of funds, and plant equipment maintenance.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operate word processing, data systems, e-mail, and search engine programs at a proficient level.

KNOWLEDGE AND ABILITIES:

Demonstrate and support effective teaching strategies.

Demonstrate effective use of technology in the areas of content delivery, student engagement, as well as professional record keeping and communications.

Demonstrate knowledge and application of CCSS as they relate to the instruction of analytical thinking, problem solving, communicating, collaborating and assessing and evaluation information.

Think flexibly and adapt to the needs of teachers.

Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team.

Strong community-building skills.

Highly adaptable, able to be effective and maintain composure in fast pace and stressful environments.

Maintain confidentiality, as appropriate.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Be an active part of a highly collaborative environment.

EDUCATION AND EXPERIENCE REQUIRED:

Valid California Administrative Services Credential

Bachelor's degree and Master's degree

Successful experience as an instructional leader at the school and/or district level

Five years of highly successful teaching experience

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential with English Learning authorization

Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office/school site
Work irregular and/or extended hours
Constant interruptions
Driving vehicle to conduct work

PHYSICAL DEMANDS:

Hear and speak accurately to exchange information and make presentations
See in order to monitor students and read a variety of materials
Dexterity of hands and fingers to write and operate office/instructional equipment
Sit, stand or walk for extended periods of time
Physical, mental and emotional stamina to endure long hours
Lift or move objects, normally not exceeding forty (40) pounds
Bend at the waist, knee, or crouch

WORK YEAR:

209 days

Reasonable accommodation may be made to enable a person with a disability to perform the essential function of the job.