

**POSITION TITLE:** Dean of Academic Supports and School Culture

**QUALIFICATIONS:** Postgraduate professional license and endorsement in administration and supervision. Good knowledge of current trends in academic and elementary and/or secondary education and the use of state, division, city and community resources to help facilitate the successful operation of the school. Must have the ability to provide effective leadership and management of the academic curriculum component of program at the assigned site. The ability to establish and maintain effective working relationships with staff, teachers, and central office administrators and staff is essential. Must be able to effectively communicate with and work in a cooperative and collaborative manner with diverse groups in central office, staff in schools, affiliated organizations, businesses and the community. Must have a thorough understanding of public school administration and the ability to interpret and explain the mission, goals and objectives of the academic program. Must be a team player. Must possess excellent written and oral communication skills. Ability to use computer and technology for word processing and to produce reports, spreadsheets and database information. Personal characteristics for working effectively with students, families, staff, and community representatives are required.

**PERFORMANCE EXPECTATIONS:** Assists in the administration of instructional and operational programs of the school. Serves as site administrator in the absence of the principal and/or assistant principal. Acts for the principal and/or assistant principal in his/her absence, within the framework of school rules, administrative regulations and School Board policy. Assists in the organization and planning of instruction, selection of materials and implementation of programs. Assists in evaluation and improvement of instructional skills through monitoring and conducting teacher observation and feedback sessions regarding performance. Monitors and reports student attendance and implements strategies to ensure satisfactory student attendance rates. Plans, organizes and directs work of staff. Plans school based staff development activities. Assists in establishment of programs and strategies to ensure compliance with Standards of Student Conduct. Assists in establishing and maintaining discipline throughout the student body. Assists teachers in the development and monitoring of IEPs. Serves and interacts with parents, students, staff and community groups to promote the mission and vision of the school and advance educational and related activities and objectives. Produces and provides reports to principal and central office administrators as requested. Performs other tasks and responsibilities as assigned by the principal.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Duties performed typically in a school setting. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Teacher Pay Schedule

**LENGTH OF CONTRACT:** 230 Days (11 months)

**FLSA:** Exempt