



GRAND RIVER ACADEMY

Grand River Academy is seeking an Academic Dean to head the school's curriculum. Grand River Academy is a college preparatory boarding and day school located in Austinburg, Ohio, that serves over 100 young men in grades 8-12, with a post-graduate option. Room and board are provided for the successful candidate.

Job Description:

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 the growing achievement of our students. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

Responsibilities:

- Oversee the curriculum and suggest recommendations for improvements.
- Serve as a key member of the school's Leadership Team.
- Assist teachers in matching appropriate assessment instruments to curriculum objectives.
- Assure uniformity in assessment, parent reporting, and academic standards.
- Lead department chairs.
- Assist departments to develop standards appropriate for the school.
- Review all proposed changes to the curriculum and provide timely updates.
- Chair Curriculum Committee meetings.
- Suggest methods for integrating instruction, cross-grade units, etc.
- Lead the teaching faculty in all efforts to develop a uniform, detailed curriculum.

- Coordinate regular textbook and/or curriculum material reviews with department chairs on a regularly scheduled basis.
- Make recommendations to the administration regarding problems or concerns relating to the curriculum.
- Review the volume and frequency of homework and student projects.
- Review academic balance throughout the curriculum.
- Oversee, school-wide, the assessment program and testing assessment schedule.
- Oversee and evaluate the professional development program for all faculty on a regular basis.
- Conduct regular workshops each year for faculty to keep faculty informed of current trends/research in curriculum and instruction.
- Serve as a resource for faculty, recommending workshops, speakers, programs, school observations, etc.
- Serve as the head of the professional development committee and coordinate professional development activities for professional development sessions.

Qualifications:

- Bachelor's degree required (preferably in Education).
- Master's degree in Educational Leadership preferred
- Must either have an Ohio Educator License or be able to obtain a non-tax Educator License

In addition to teaching, the other responsibilities are:

- To correspond with each advisee's family/guardian weekly.
- To participate in the weekday, weekend and Friday afternoon duty rotation as assigned by the school.
- To supervise two afternoon activities per week or coach a sport.
- To obtain the proper permits to drive school-owned vehicles.
- To serve as a positive role model for the students, faculty, staff and other members of the school's community.

- To participate and lead department meetings and faculty meetings.
- To adhere to all policies and procedures as stated in the Faculty/Staff Handbook.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.