



POSITION PROFILE:

Academic Dean (new position 2022-23)





THE POSITION

Reporting to the Executive Director, the Academic Dean provides both visionary leadership and day-to-day management of the academic program. By statute, MSSM is exempt from many requirements typical of a public school, allowing us to hire teachers from a diverse range of educational and professional backgrounds (with or without certification or formal teacher training). With talented and experienced classroom teachers, many with advanced degrees in their content area, MSSM affords a high level of academic freedom to our teachers in the design and execution of their courses. A successful candidate will be able to balance the needs of the institution with this tradition of independence, valuing the talents, interests, beliefs, and agency of diverse and involved faculty and student bodies.

Specific Responsibilities:

- Coordinate academic program, including curriculum design, student support, program of studies, college counseling, and special education;
- Act in a supervisory/evaluatory role for teaching faculty, department chairs, registrar, special education coordinator, and college counselor;
- Make frequent executive decisions on academic matters, taking all constituents into consideration;
- Promote an atmosphere of collaboration and collegiality within our school community;
- Lead teacher recruitment and retention efforts, serving on all academic hiring committees;
- Coordinate course offerings, daily schedule, student placement, and academic calendar;
- Work with the Director of Residential Life to ensure all aspects of student life are attended to in our campus systems;
- Work closely with Department Chairs to support both disciplinary and transdisciplinary learning;
- Oversee dual-credit partnership with UMaine system, and cultivate new partnerships in higher education;
- Maintain strong relationships with our sister schools within the National Consortium of Secondary STEM Schools, and pursue collaborative opportunities with other K-12 schools;
- Oversee student assessment and standardized testing (in cooperation with college counselor);
- Supervise collection, retention, privacy, and reporting of student records and other academic data;
- Cultivate, design and implement professional development, staff trainings, and other opportunities for professional learning;
- Direct the three-day Summer STEM Educators Camp;
- Supervise academic budget and expenditures;
- Serve on the Admissions Review Committee;
- Act as weekend Administrator on Call on a rotating basis;
- Teach a class as needed/desired;
- Other duties as assigned by the Executive Director.

Qualifications:

- Masters degree or higher;
- 8+ years successful experience as a teacher and/or educational leader;
- Strong knowledge of pedagogical best practices across academic disciplines;
- Demonstrated success in a teacher supervisory role.

Key Competencies

- Exceptional interpersonal skills, including empathetic, collaborative leadership and accountable management/coaching skills;
- Ability to write, speak, and digitally communicate effectively in an organized and inspiring manner;
- Excellent organizational, time management, and multi-tasking skills;
- Sensitivity and skill in supporting students with disabilities, English Language Learners, and those with special circumstances requiring leave from campus or other accommodations;
- Joint attention to both the big picture and the minutiae of a school's many systems;
- Openness and ability in giving, soliciting, and receiving feedback;
- Ability to work effectively with highly intelligent, independent, and opinionated young people (and adults);
- Flexibility, work ethic, and dedication to the school and community, sometimes requiring work outside the traditional hours or typical expectations of a school;
- Desire to engage fully in building a student-centered culture of collegiality, support, and respect.
- Willingness to support the intellectual, emotional, and social growth of students, a responsibility that goes beyond the expectations at most traditional high school or colleges and requires a full commitment to participate in the MSSM Community;
- Commitment to diversity, equity, and inclusion in all forms, as well as specific sensitivity to the unique, multi-dimensional identities of our community.

Other Information:

- The Academic Dean is a year-round position, with most responsibilities concentrated during the school year. Flexibility in the summer and ample vacation time allow for personal time to be taken as needed while attending to any summer program or hiring needs.
- MSSM benefits include employer-supported medical insurance, optional dental, vision, and life insurance, MainePERS retirement benefits, rent-free single family housing adjacent to campus, free meals, MSSM room and board waivers for dependents, personal use of recreational facilities, and professional development opportunities.





About the Maine School of Science and Mathematics

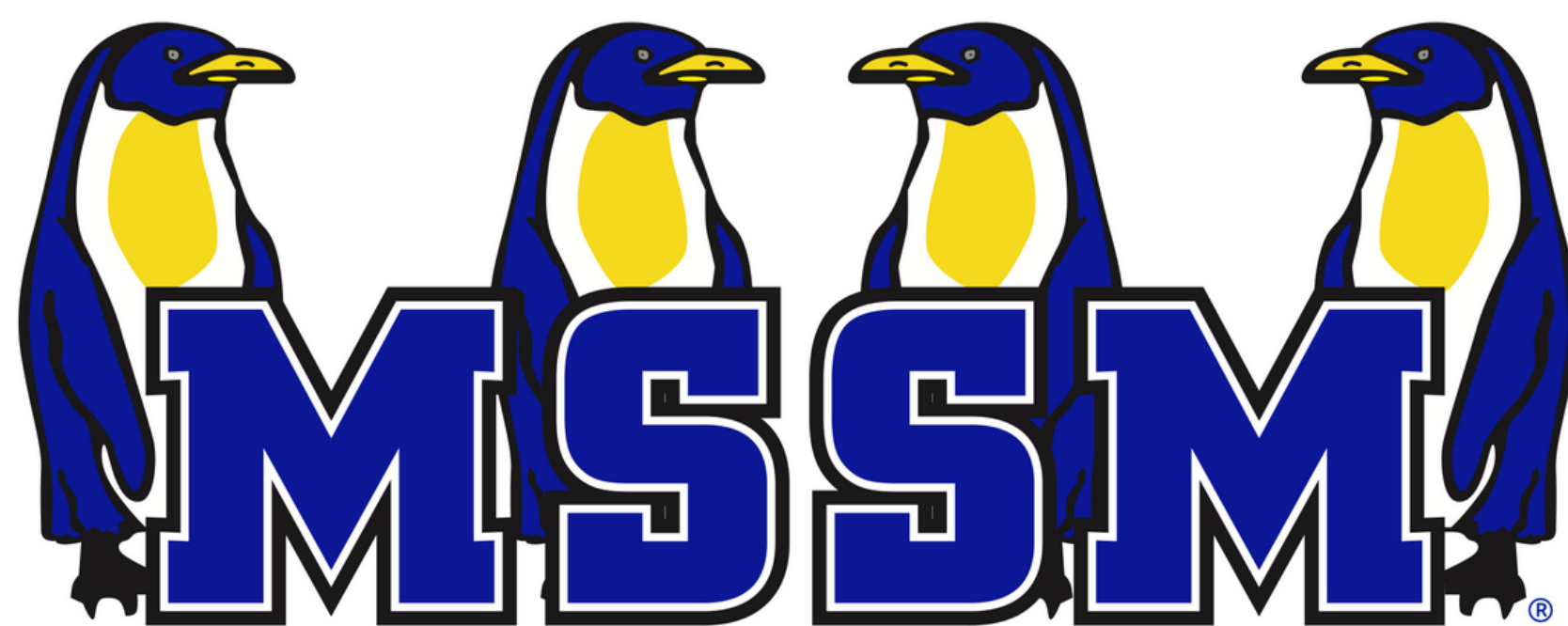
The Maine School of Science and Mathematics (MSSM) brings together and helps a group of Maine's most academically motivated high school students become innovative, well-rounded scholars with the ability to develop, investigate, and communicate critical ideas that improve the human condition and benefit the state of Maine. The school builds and shares a rigorous curriculum that exceeds state educational standards while emphasizing connections between science, mathematics, and the humanities. MSSM extends its mission by fostering a statewide, year-round community of innovative learners that includes many of Maine's students, educators, and the general public.



MSSM is a public residential magnet high school chartered and funded by the Maine State Legislature. A living/learning community committed to the pursuit of academic excellence, MSSM provides an extensive and challenging curriculum in science, mathematics, technology, and the arts and humanities.

The Maine School of Science and Mathematics opened with a pioneer class in 1995. At that time, it was only the eleventh statewide residential magnet school specializing in mathematics and science education in the United States and the only school of its kind in New England. Both remain true today.

While MSSM students come from diverse backgrounds, one common purpose prevails—the enthusiasm, desire, and motivation for, as well as the commitment to, learning. The challenging curriculum and stimulating environment create an ongoing learning experience with students working, studying, and socializing with classmates who share similar interests and goals. MSSM was created by the 116th Maine Legislature in 1995 and is a member of the National Consortium of Secondary STEM Schools. In 2019, U.S. News and World Reports recognized MSSM as the #2 ranked public high school in the United States.



WHY WORK AT MSSM?

- **Advanced & Accelerated Curriculum:** Virtually all of MSSM's courses are taught at an undergraduate-equivalent level and pace, allowing faculty members to intellectually engage with advanced students around compelling questions and deep topics.
- **Collaboration:** Opportunity to collaborate with inspiring, multi-talented, professional colleagues across departments.
- **Academic Freedom:** Curricular freedom, no state standardized testing, and the support for faculty to pursue professional development and original research.
- **Motivated, Talented Students:** MSSM students pass through a selective admissions process and have persuaded their families they are ready to leave home and live independently as high school students. MSSM students are talented, engaged, and creative, and are a joy to work with.
- **Small Class Size:** MSSM average section size is 12 students, with most classes capped at 16.
- **Free Campus-Adjacent Housing:** MSSM provides free housing (outside of utility expenses) to faculty and staff as available. At the time of this posting we have multiple vacancies available for new employees. Our single-family, multi-bedroom, garaged homes are all within 1/8 mile of the school building. Maintenance, including mowing and snow plowing, is provided by the school.
- **Educational Opportunities:** MSSM faculty receive fee waivers for dependents wishing to attend MSSM. Professional development, field trips, conferences, and travel are frequently supported by the MSSM Foundation.
- **Work/Life Balance:** With a 4/4 teaching load and small classes, MSSM faculty are able to balance professional and personal life. Outside of scheduled classes, meetings, and office hours, faculty members are free to come and go from campus and manage their own time.
- **Family-Friendly Workplace:** Partners, dependents, and other family members are welcome on campus, and MSSM provides a range of benefit packages to support our employees and their families.
- **Focus on Student and Employee Wellness & Health:** All MSSM students and employees are valued members of the living/learning community, whose well-being and happiness are important to the school.
- **Campus Facilities:** Access to our makerspace, greenhouse, Olympic-sized indoor pool, fitness facilities, playing fields, two gymnasiums, and trails.
- **Quality of Life:** Close, professional, and supportive school community, low cost of living, access to natural resources and outdoor recreation, and a safe and friendly community.





How to Apply

Applications should be submitted electronically to Tracy Moore, Director of Human Resources, at moore.tracy@mssm.org. A complete application consists of the following:

- MSSM Teaching Application (<https://www.mssm.org/about/employment-opportunities>)
- Cover Letter
- Curriculum Vitae/Resume
- Statement of Educational Philosophy
- 3 Letters of Recommendation

Candidates may also include sample syllabi, original research, or other supplemental materials.

Final candidates are subject to criminal and sex offender background checks. Some vacancies may also require a motor vehicle and/or credit check. If the highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at www.wes.org or equivalent service. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

MSSM is a diverse and inclusive community, and does not discriminate on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, ancestry, national origin, genetic information, or disability in its programs, activities, employment, or advancement.

If you have questions, please contact Tracy Moore, Director of Human Resources, at (207) 325-3303 or email moore.tracy@mssm.org.

