



Dean of Academics

JOB TITLE: Dean of Academics

REPORTS TO: Head of School

CLASSIFICATION: Exempt

Marin Academy seeks a visionary curricular and pedagogical leader to serve as Dean of Academics beginning July 1, 2023. The Dean of Academics is a senior leadership position that focuses on guiding and leading the School in its progressive educational model while helping it become a more equitable and inclusive institution. Reporting directly to the Head of School, the responsibilities of the Dean of Academics include leadership at the institutional, academic, administrative, and cultural levels of the School including:

Institutional Leadership

- Imagines and leads an academic vision for the School that both enhances and goes beyond its current trajectory
- Serves on Senior Administrative and Leadership teams
- In partnership with the Dean of Faculty and Dean of Equity and Inclusion, stays current with and engages in educational best practices, ideas, and landscape—locally, nationally, and globally
- Collaborates with the Dean of Faculty and Dean of Equity and Inclusion to create and implement a mission-aligned curricular and pedagogical vision that keeps MA current, relevant, and innovative/cutting edge
- Oversees execution of strategic plan work to articulate, refine, and define MA's progressive educational model for the 21st century; currently focusing on competency based education (CBE), grading and assessment practices, and transdisciplinary teaching and learning
- Keeps diversity, equity, inclusion, and belonging as a priority and lens in all work
- Supports and leads collaborative, interdisciplinary, and transdisciplinary initiatives
- Partners with Dean of Faculty around staffing issues as they relate to student experience in the classroom
- Oversees the Academic Office, Learning Services, College Counseling, and the Library
- Chairs task forces and committees related to the role of Dean of Academics
- Serves on Board committees as requested
- Sits on the Staffing Committee

Parents/Guardians

- Establishes cooperative working relationships with parents/guardians
- Is the final liaison to parents and students as it relates to academic/curricular concerns
- Fosters clear, transparent communication around school values, mission, and policy

Students

- Works in concert with Dean of Students, Director of Learning Services, Director of Student Inclusion and Belonging, and class deans to support students academically
- Works with students in course selection, petitions, and course requirements
- Implements and oversees academic policies
- Fosters clear, transparent communication around school values, mission, and policy

Faculty

- Creates vision and strategy around curricular and pedagogical work
- Leads workshops and meetings around academic initiatives
- Works with department chairs to determine course selection and teaching assignments
- Observes classes and gives feedback both formally and informally
- Serves as resource, advisor, and leader for faculty as it relates to student concerns
- Fosters clear, transparent communication around school values, mission, and policy

Academic Leadership

- Teaches one class each semester
- Establishes appropriate level of expectations for students' academic performance
- Partners with Dean of Equity and Inclusion and Dean of Faculty to manage professional growth initiatives
- Leads professional development for faculty
- Partners with the Educational Technologist to set a vision and plan around integration of technology and computer science into the classroom

Administrative Leadership

- Supports and collaborates with the Dean of Faculty, Dean of Students, and Dean of Equity and Inclusion
- Partners with the Dean of Faculty, Dean of Students, Dean of Equity and Inclusion, and others in the construction of faculty meetings, new employee orientations, and PD days
- Creates a course schedule with Registrar
- Leads the creation of the course catalog in partnership with the Dean of Faculty, department chairs, and the Staffing Committee
- Manages UC A-G portal
- Oversees Placement Day for new students
- Coordinates new course proposal process
- Coordinates independent studies proposals
- Partners with Dean of Equity and Inclusion and Dean of Faculty to manage curricular growth initiatives
- Co-leads and supports the Dean of Faculty, Dean of Equity and Inclusion, and instructional coach(es) in working with new/intern teachers
- Manages the grading and comment writing seasons with Registrar
- Supports Senior Projects with the Dean of Students, Director of Community Action,

- Senior Class Dean, and Design Lead
- Standing member of the Deans and Department Chairs groups
- Creates meetings schedules
- Communicates with faculty around calendar, timelines, and more in regard to academic expectations
- Updates sections in the Student/Parent handbook

Cultural Leadership

- Models and cultivates a shared sense of purpose in order to create a culture of engagement and investment among all members of the community
- Models encouragement and compassion through interactions with members of the community
- Models transparency in an effort to foster a culture of collegiality

Represents School

- Represents student life at admissions events, including but not limited to admissions panels, open houses, Welcome Day, Revisit Week, and admissions coffees
- Attends Advancements events including but not limited to MA Celebrates, alumni events, and Founders Circle
- Attends students' activities: athletic events, performances

Direct Reports

- Director of Learning Services
- Registrar
- Director of Technology
- Director of College Counseling
- Library Director

At Marin Academy, we believe equity and inclusion are at the core of our mission, which calls on us “to think, question, and create in an environment of encouragement and compassion.” In challenging us “to accept the responsibilities posed by education in a democratic society,” MA pushes our community to envision a more just world and to grapple with the inequitable systems and structures that persist around us. These values are embedded in our teaching and learning. At MA, we recognize that creating an inclusive school is not a one-time act—it’s an ongoing process that requires continual attention and evolution. While we work to represent diverse voices within the curriculum, we also engage in reimagining our practices and culture to consider students’ lived experiences and needs.

At present, MA is just over halfway through an ambitious strategic plan that emphasizes interdisciplinary and transdisciplinary teaching and learning, competency-based education, and equity and inclusion. Candidates eager to work toward these strategic goals will be prioritized in our search progress. Furthermore, we welcome candidates who are eager to grow in their professional lives and who demonstrate a willingness and an ability to engage in reflection on their practice.

The School is a vibrant and increasingly diverse community, and students and teachers alike continue to work toward the furthering of an inclusive and supportive school. Marin Academy is an equal opportunity employer committed to excellence through

diversity, and people of color and women are encouraged to apply. For more information about Marin Academy, please visit our website (www.ma.org).

Candidates interested in applying for the position should send the following to Travis Brownley, Head of School (travis@ma.org):

- A Resume
- A Cover Letter
- A Reference List
- A two-page statement articulating your understanding of and vision for competency-based and transdisciplinary education

Last updated: Sept 2022