

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

CHESAPEAKE PUBLIC CHARTER SCHOOL - ACADEMIC DEAN II

POSITION: Chesapeake Public Charter School - Academic Dean II

REPORTS TO: Chesapeake Public Charter School (CPCS) Education Director

LOCATION: Chesapeake Public Charter School (CPCS)

ESSENTIAL FUNCTIONS:

The CPCS Academic Dean, is a senior member of the instructional team at CPCS, primarily responsible for overseeing teaching and learning. The CPCS Academic Dean collaborates closely with the Education Director in overseeing curriculum development and alignment, teacher coaching and support, instructional professional development, school-wide assessments, and data analysis. During the summer months, the CPCS Academic Dean works closely with the Education Director to analyze academic data from the previous year, make necessary changes to the school's program based on that data, identify and prepare to address specific curricular and instructional needs, and plan and conduct professional development for teachers' success. Achieving academic excellence requires that the Academic Dean work collaboratively to lead and nurture the members of the school staff and to communicate effectively with the parents and members of the community. Inherent in the position are the responsibilities for discipline of students, supervision of staff, curriculum development, program evaluation, supervision of extracurricular activities and general operations of the school. The CPCS Academic Dean reports to the Education Director, serves on the school's leadership team, and directly coaches and manages teachers.

DUTIES AND RESPONSIBILITIES:

The Academic Dean shall:

School Culture

- Work closely with the Education Director to establish a positive, structured, achievement-oriented, and creative school culture with a commitment to team building and shared decision making;
- Build a cohesive, strong culture that is a reflection of and in alignment with the broader mission and vision of CPCS;
- Think and act quickly, creatively, and strategically while working under pressure in order to build positive relationships with Chesapeake Charter School Alliance Governing Board, students, parents, teachers, staff, and the broader community;
- Work closely with the Education Director to design, and implement a fair, consistent, and effective discipline and attendance systems reflective of the CPCS core virtues;
- Hold teachers and all students to high and consistent academic and behavioral expectations by modeling an openness to feedback, a desire to continue their own professional development, and be willing to take responsibility for scholar outcomes and achievement; and
- Participate in School based and Chesapeake Charter School Alliance Governing Board sponsored events as appropriate.

Curriculum and Instruction

- Collaborate with the Education Director to lead a positive school culture, which engages and inspires students and ensures consistent adherence to the school's core virtues using Multi-Tiered Systems of Support (MTSS);
- Supervise instructional methods, evaluate lesson plans, and coach teachers to ensure effective instructional strategies;

- Regularly review student work to ensure that it is rigorous, purposeful, and engaging;
- Review materials of instruction annually including textbooks, online platforms, and other instructional resources;
- Assist the Education Director to ensure that Professional Learning Communities collaboratively develop integrated units and common assessments for their student cohort; and
- Participate in the development of all aspects of curriculum and assessment and to ensure coherence, rigor, vertical alignment, and fidelity to CPCS's mission.

People Leadership

- Model and foster a positive, core virtues-driven staff culture;
- Supervise the instructional programs assigned by the Education Director, evaluating lesson plans, and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
- Act as a charismatic leader able to motivate a school leadership team, teachers, and other staff;
- Act as a coach and a resource to instructional staff in their practice;
- Promote the school-wide belief that all students can learn and achieve at high levels when they are healthy, safe, engaged, supported, and challenged; and
- Ensure team leads and teachers have access to and participate in high-quality internal and external professional development Evaluate teacher performance and provide continuous feedback to improve instruction.

Data and Assessments

- Collaborate with the Education Director to design and implement systems to assess student achievement, use data to analyze trends, and use that information to make strategic decisions;
- Prepare academic data reports for the Education Director and the Chesapeake Charter School Alliance Governing Board;
- Regularly review student assessments to ensure that they measure student mastery of the Maryland College and Career Readiness Standards;
- Ensure that appropriate intervention/enrichment for individual students is provided, based on results from assessments and other data; and
- Oversee the Pupil Support Team (PST) including managing 504 plans and ensuring that students who need them receive the accommodations that will support their academic and social emotional success in order to access the learning environment.

Organizational Leadership

- Plan and lead summer professional development for teachers;
- Collaborate with school leadership on decisions related to school design and oversight, including scheduling, staff recruitment and hiring, data analysis, and ensuring operational excellence;
- Utilize strong organizational skills, including the ability to multitask and prioritize while assisting the Education Director in managing, evaluating, and implementing clear and effective procedures for the operation and functioning of the school including instructional programs, extracurricular activities, advisory, family/community programming, and discipline systems; and
- Provide inspiration, mentoring and instructional leadership to staff, and cultivate positive relationships with all members of the school community.

QUALIFICATIONS:

- Possess a Master's Degree;
- Possesses a Maryland Advanced Professional Certificate;
- Possess a Maryland Administrator I or II endorsement;
- Have completed a minimum of five (5) years teaching experience;

- Have completed a minimum of three (3) years experience in a leadership role at the school or district level.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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