

Job Title: Dean of College & Career Readiness

Reports to: Assistant Superintendent of Curriculum & Instruction

Department: Curriculum & Instruction

Primary Purpose:

To coordinate the District programs the address the college and career readiness of students. Work with the campus level administrators to develop and coordinate programs for advanced academics and credit recovery. Supervise and coordinate with the Counseling staff at Brewer High School.

Qualifications:

Education/Certification:

Master's Degree, Principal Certification

3-4 years of administrative experience, preferably in curriculum & instruction areas

Special Knowledge/Skills/Abilities:

Knowledge of Advanced Academic, College & Career Readiness programs and initiatives.

Ability to interpret data

Strong organizational, communication, and interpersonal skills

Experience:

3-4 years of administrative experience, preferably in curriculum & instruction areas

Major Responsibilities and Duties:

Advanced Academics/College Career Readiness

1. Organize meetings and coordinate with secondary campuses.
2. Organize and coordinate PAP/AP programs with secondary campuses.
3. Coordinate ACT/SAT/Explore/Plan/PSAT Prep for Secondary campuses.

Dual Credit

4. Organize & implement Dual Credit program at Brewer High School.
5. Organize & implement TSI Prep for Brewer High School and Brewer Middle School.
6. Organize and conduct informational meeting concerning dual credit for parents of secondary students.

7. Planning for implementation of Early College High School.

Credit Recovery

8. Organize and conduct the credit recovery program.
9. Create and implement a credit recovery program for the secondary campuses.
10. Organize, implement, and facilitate the RISE Program at Brewer High School.

Counseling

11. Supervise and support Brewer High School counselors.
12. Support counselors at Brewer Middle School and Tannahill Intermediate School.

Academic Handbook

13. Coordinate with Brewer High School, Brewer Middle School, and Tannahill Intermediate School.
14. Revise, additions and deletions for Brewer High School Academic Handbook.

Graduation Requirements

15. Ensure and monitor the alignment of graduation requirements at Brewer High School, Brewer Middle School and RISE.

Student Achievement

16. Work with campus and district administrators on improving student achievement.

Supervisory Responsibilities:

Appraise teachers in the RISE program using the TTESS Model.
Supervise and direct teachers in the RISE program.
Supervise, instruct and evaluate the RISE/Dual Credit Secretary

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____