



POSITION

Network Dean of Students

MAEF Public Charter Schools (MPCS)
Mobile, Alabama

Reports Directly to: Network Principal

Open: 3/11/25 - Until filled

Salary: \$70,000 to 80,000 dollars a year

- Performance Incentives, based upon network academic performance
- 202 Days (Terms of Contract)

Position Overview

The Dean of Students responsibilities will revolve around keeping staff focused on ACCEL's mission, creating a vision for how to achieve that mission and protecting that vision by co-managing all day-to-day operations.

Following a competitive application process, the **Network Dean of Students** will take on the challenging role as one of the key instructional leaders of the middle school and high school. The work of the Dean will focus on three strands: (1) student achievement, (2) school culture, and (3) professionalism.

Essential Functions :

Student Achievement

- Take and demonstrate responsibility for the achievement of all students in all subject areas.
- Regularly employ an organized system to use assessment data to track the progress of individual students and individual teachers.
- Regularly analyze data with teachers to ensure that teachers receive consistent feedback on their progress towards meeting achievement expectations.
- Foster a school culture that respects assessment as an accurate measure of performance and respects the integrity of assessment by working to ensure that all students are pushed to perform their best.
- Support the instructional expectations set by the School Director and ensure that teachers meet them.
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- Ensure that all teachers are creating and executing cohesive thoughtful lessons within thoughtful units that combine into a year-long plan that aligns with grade level expectations and state assessments.
- Effectively manage teachers to ensure that they are consistently providing instruction that effectively communicates the point of lessons, presents open ended questions, enables them to place new material in context, and holds students accountable for thinking.
- Effectively manage teachers to ensure that teachers are differentiating to meet the needs of all students
- Observe teachers regularly and provide them with high quality, actionable feedback.
- Maintain structures and expectations that hold all teachers accountable for providing regular individualized feedback to their students.
- Co-plan and co-lead weekly professional development that meets the needs of the instructional staff and results in improved student achievement.

School Culture

- Communicate to students and teachers that effort, not innate ability, is central to achievement.
- Convey a positive vision for student culture and realize that vision through community meetings and management of classroom teachers.
- Maintain effective whole-school routines and manage teachers to ensure effective classroom routines.
- Clearly communicate high standards for student behavior to all members of the school community (parents, teachers, students, and support staff) and consistently enforce these high standards for student behavior.
- Be fair and respectful and set appropriate limits with all students and families.
- Model appropriate behavior, tone, preparation, and organization to demonstrate the importance of each.
- Have a confident and authentic presence with students, families, and staff.
- Ensure that all teachers believe in the urgency of our mission and establish a classroom culture that reflects that urgency.
- Maintain a positive staff culture based on a shared commitment to the school's mission and a belief in their own power to contribute to it.
- Reinforce a reflective culture where all members of the staff reflect on their own performance and work to meet their personal goals.

Professionalism

- Actively identify and effectively solve problems.
- Manage time to meet long-term goals and handle immediate needs.



- Be knowledgeable about instruction across grade-levels and content areas and work to increase instructional knowledge.
- Self-reflect accurately on performance and work to meet goals for individual performance.
- Solicit, respond positively to, and implement feedback in reference to the school community.
- Be visible throughout the school (including attending all school events, checking in with teachers informally, etc.)
- Effectively communicate school policies and rationale with staff, parents, and students and solicit input as appropriate.
- Meet all deadlines and respond promptly to emails and messages.
- Follow all state and federal regulations.
- Any other duties deemed necessary by the Network Principal and district level administration

Preferred Qualifications:

- Master's degree
- Three or more years of administrative experience (preferred, not required)
- Certification in Educational Leadership
- Commitment to ensuring academic success for all students
- Shared dedication to ACCEL Day and Evening Academy's vision and mission
- Experience integrating technology into instruction
- Good problem solving abilities and creativity
- Excellent teamwork, communication, and organization skills

Terms:

Eleven (10) month, 202-day contract with salary as established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

Salary:

- \$70,000.00 - \$80,000.00 a year

Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.



The board members are looking for a transformational educator who will lead the personalized learning environment. All interested candidates should apply and adhere to the following:

1. Email your resume and cover letter to:
jobs@accelacademymobile.com.
Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.
2. All correspondence regarding your application will be sent via email to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify “@[accelacademymobile.com](mailto:jobs@accelacademymobile.com)” addresses as “safe” so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to
jobs@accelacademymobile.com.
4. All applicants must apply through Hire True. If you do not have a Hire True account, please click the link to register in Hire True. [Candidate Registration for Hire True-PC](#) [Candidate Registration for Hire True-Phone](#)
5. If you have a Hire True account, [Apply Here](#). Be sure the school system is listed as ACCEL Day and Evening Academy.

Candidates will be evaluated in accordance with their qualifications as well as professional accomplishments with an emphasis on adherence to the application process.

The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.



Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____