

Job Descriptions

Position Title	Academic Dean		
Building	Junior/Senior High School	Department	Student Support
Hours	Salaried	Supervisor	Principal
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Under the direction of the principal, the Academic Dean supports student success by coordinating academic advising, monitoring student progress, and facilitating systems that promote student achievement and graduation readiness. The Academic Dean works collaboratively with students, staff, and families to support academic planning, course selection, and post-secondary preparation while identifying and implementing interventions that address academic and school-related challenges. This position provides leadership in areas including student scheduling, academic progress monitoring, data-informed interventions, and coordination of student support systems to ensure all students are prepared for success during and after high school.
-------------------------	--

Essential Duties	
1	Serve as a positive role model for students and the school community by demonstrating professionalism, integrity, and a positive attitude.
2	Build strong relationships with students, staff, parents, and community members through regular communication, collaboration, and support.
3	Provide individual and group academic advising and mentoring to students, including assistance with goal setting, problem solving, conflict management, and decision making.
4	Support students' academic success by monitoring grades, incomplete work, and missing assignments and coordinating interventions such as tutoring, after-school programming, and credit recovery.
5	Assist students with course selection, academic planning, and graduation pathway planning to ensure preparation for post-secondary education, careers, or training opportunities
6	Monitor student progress toward graduation by reviewing credits earned, identifying deficiencies, reviewing transfer credits, and recommending summer school or alternative programming when appropriate.
7	Coordinate and implement the student registration process, including preparing the registration guide, training staff, assisting students with course selection, and organizing registration events.
8	Develop and maintain the master schedule and assign students to courses based on registration requests and academic needs.
9	Approve student schedule changes and coordinate new student enrollment, orientation, and course placement.

10	Coordinate and oversee alternative learning options, including virtual coursework, credit recovery and referrals to alternative education settings such as ALC.
11	Collaborate with teachers, counselors, administrators, and support staff to develop and implement academic supports, instructional strategies, and accommodations that improve student performance and socio-emotional functioning.
12	Serve as a resource to staff and parents regarding student academic needs.
13	Conduct and facilitate conferences with students, parents, teachers, administrators, and outside professionals to address academic concerns.
14	Maintain accurate records of student interactions, interventions, academic progress monitoring, and student support plans.
15	Advocate for students and families by collaborating with school personnel and community agencies to support students' educational and personal needs.
16	Communicate regularly with parents and guardians regarding student progress, graduation requirements, academic planning, testing, college and career preparation, and financial aid opportunities.
17	Assist with the coordination and administration of state and college readiness assessments, including MCA, PSAT, PreACT, ACT, AP Exams, ASVAB, and other assessments as assigned.
18	Participate in school leadership and support teams including the Junior/Senior High Leadership Team, Crisis Team, and Solution Focus Team (SFT), and serve as a liaison between intervention teams and staff.
19	Coordinate Post-Secondary Enrollment Options (PSEO) programming by providing guidance to students and families regarding eligibility, application processes, course selection, and credit requirements while maintaining communication with postsecondary institutions to ensure accurate enrollment and academic planning.
20	Attend parent-teacher conferences, open house events, professional development days, and other school activities as required.
21	Mentor new teachers and promote collaboration and collegiality among staff.
22	Support school initiatives and programs by collaborating with departments, participating in professional learning communities (PLCs), and contributing to school improvement efforts.
23	Maintain confidentiality and adhere to all district policies, state laws, and ethical standards, including mandated reporting requirements.
24	Maintain and update assigned school communication platforms, including website content and informational materials related to academic programming.
25	Maintain regular attendance and visibility in the school building throughout the school day to support students and staff.
26	Perform other duties as assigned by the building administration.

Minimum Qualifications	• Bachelor's degree in education, psychology, social work, counseling, or a closely related field. • Holds a valid Minnesota teaching license, school counseling license, or social work license. • Minimum of five (5) years experience at the middle or secondary school level. • Demonstrated ability to work effectively with students, parents, teachers and administrators.
-------------------------------	--

	• Knowledge of student academic planning, graduation requirements, and secondary school programming. • Experience using student data to support academic progress monitoring and intervention planning. • Strong organizational, communication, and problem-solving skills. • Basic technological and computer skills, including experience with student information systems and common educational software.
--	--

Knowledge Required	• Knowledge of teaching principles, instructional practices, and effective learning strategies. • Knowledge of student academic planning, high school graduation requirements, and course credit models. • Knowledge of college, career, and post-secondary planning processes, including college admissions and application procedures. • Knowledge of assessment procedures, student performance data, and evaluation methods used to monitor academic progress. • Knowledge of intervention systems and strategies that support student academic success and engagement. • Knowledge of school scheduling practices, course registration processes, and academic programming at the secondary level. • Knowledge of confidentiality requirements and ethical guidelines related to student records and information. • Knowledge of school policies, procedures, and applicable state and federal regulations related to education. • Knowledge of computers, student information systems, and related software applications used for scheduling, communication, and data analysis. • Knowledge of general office technology and equipment used in a school setting.
---------------------------	---

Skills Required	• Skill in academic advising and supporting students in course selection, goal setting, and academic planning. • Skill in assessing and evaluating student needs using academic data, assessment results, and other relevant information. • Skill in interpreting assessment data and student performance indicators to support academic progress and interventions. • Skill in applying and managing student scheduling processes and course scheduling systems. • Skill in effective written and verbal communication. • Skill in public speaking and presenting information to students, staff, and families. • Skill in building positive relationships and working cooperatively with students, staff, parents, and community partners. • Skill in organization, time management, and managing multiple responsibilities simultaneously.
------------------------	--

	• Skill in using computers, student information systems, and related software applications. • Skill in maintaining professionalism and confidentiality when handling sensitive student information.
--	--

Physical Activities/ Requirements	This position primarily involves sedentary work, requiring the occasional exertion of up to 10 pounds of force and/or negligible force frequently or continuously to lift, carry, push, pull, or move objects. The role typically involves sitting for extended periods, with occasional walking or standing as necessary to perform job responsibilities.
--	--