Dean of Academics Job Description

Name: ____________________________________________
School Name: ________________________________________ City: ____________________, TX

Job summary: The Dean of Academics fulfills the mission of the Catholic school by working with the Principal and Assistant Principal for Academic Affairs in the management of curriculum and instruction. The Dean of Academics is appointed, delegated authority, supervised, and evaluated by the Principal. The Dean of Academics serves as the point of contact for all instructional staff, students, and parents for their specific program. The Dean of Academics provides guidance to instructors to ensure that each course is appropriate for students in the regular and summer program and that they align with other course offerings in rigor and scope of content. The Dean of Academics sets a professional tone for the program and serves as a positive role model for staff and students.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Carefully reviews all program, site, and staff materials for the summer program.
- Collaborates with department chairs to ensure that the academic component of each department or program is meeting expectations.
- Attends assigned training workshops
- Follows all rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff
- Assumes program related responsibilities as requested by administrative staff
- Be knowledgeable regarding administrative policies and procedures that are implemented in academic practices, and help train staff accordingly
- Observes academic office hours on campus when classes are in session (7:30 a.m. to 4:00 p.m., Monday through Friday)
- Be available by mobile phone during all work hours to respond to requests and emergencies
- Clarifies expectations and responsibilities of instructional staff through training activities and immediate feedback
- Supports instructional staff, encourage collaboration between instructors and teaching assistants, and gather information through classroom observations
- Manages staff conduct issues as they arise through modeling and/or appropriate redress
- Reviews and edits course syllabi, supervising the collection and organization of student evaluations and any other follow-up documents to ensure consistency with course goals and standards for quality and timeliness
• Reviews and provides feedback for course gradebooks and alignment with lessons
• Provides timely, meaningful, and constructive feedback to academic staff regarding documentation and instructional activities
• Responds in a positive and supportive manner to instructional staff questions, concerns, and needs
• Uses databases and other software to generate, organize, and distribute academic data and documents
• Collaborates with administrative staff to prepare and facilitate training sessions for instructional staff
• Works with and maintain, as needed, evaluation systems and RenWeb, and training staff as needed on the use of each system
• Conveys effectively to academic staff, through training experiences and documents, policy and procedures;
• Responds to parent inquiries and concerns appropriately
• Documents administrative procedures and activities to serve the informational needs of both the students, families, and other academic staff
• Informs administrative staff of student or staff concerns as appropriate
• Oversees the process of distributing/assigning academic resources such as materials, equipment, and lab & classroom space as requested
• Executes the collection of equipment, materials, and documentation from academic staff at each session’s conclusion
• Facilitates beginning of year procedures with updated teacher IDs, keys, computers, etc.
• Facilitates, organize, and coordinate substitutes for teachers
• Facilitates textbook selection process and parent resource support
• Works with admissions team to create a bridge for incoming and transfer students
• Facilitates all awards ceremonies at the end of year
• Generates honor roll lists
• Overseer National Honor Society
• Oversees tutoring programs
• Reviews, assesses, and provides feedback for PLC meeting minutes for each department
• Organizes Back to School Night
• Serves as the Title II Campus Coordinator
• Tracks and works with teachers to offer appropriate professional development
• Tracks teacher development regarding ongoing development hours and Catechist certification hours

**Important job functions:**
• Serves as a professional representative of the principal and school
• Communicates effectively with those in the school community
• Collaborates with peers to enhance the work environment and support organizational planning

**Minimum qualifications:**

**Education/Certification:**
• Master’s degree

**Experience**
• Experience in the design of web-based communications
• Classroom experience
• Experience supervising others

**Knowledge, abilities, and skills:**
• Knowledge of the basic teachings of the Catholic Church
• Knowledge of use of office equipment
• Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
• Knowledge of child development, learning, and behavior
• Knowledge of effective assessment methods, data management and interpretation
• Able to manage student behavior
• Able to communicate effectively in both written and verbal form
• Skill in handling multiple tasks simultaneously
• Skill in organizing and relating information in an understandable format
• Skill in job appropriate technology
• Skill in critical thinking and planning
• Strong writing and editing skills
• Able to work collaboratively with others in the school community
• Proficiency in Microsoft Office Suite, social media platforms and online content, and student management system,

**Working Conditions:**
• Required to work some nights and weekends
• Required to manage high to moderate levels of stress
• Required to work a minimum of a full school day
• Required to work in standard office and school conditions

**Mental/Physical Demands:**
• Required to lift or carry office supplies, furniture, and equipment at a minimum of 35 pounds
• Required to maintain composure and avoid inappropriate displays of emotion
• Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
• Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
• Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification:  X  Exempt  _____Non-exempt (hourly)

School classification:  X  Full-time  _____Part-time
   _____Temporary  _____Other/seasonal

Employee Certification
All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a predetermined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature_________________________________________ Date _____________

Supervisor Signature_________________________________________ Date _____________