

JOB DESCRIPTION

Instructional Dean-Lower School Grades K-5



REPORTS TO: Superintendent

EMPLOYED BY: Charlton Heston Academy/MM1

QUALIFICATIONS:

1. Minimum Bachelor's Degree required; Master's Degree preferred.
2. Must meet continuing education and certification requirements prescribed by rule promulgated by the State of Michigan.
3. Educational administration experience is preferred.
4. Current knowledge of best practices.
5. 3+ years of teaching experience is required

NATURE OF POSITION:

Implementation and coordination of instructional programs to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires the Dean to work collaboratively and communicate effectively with the superintendent, administrators, special education staff, students, parents, members of the community and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, coordination and monitoring the effective delivery of the established curriculum by teachers to students. The Dean will have specific teachers assigned to directly supervise and support. The Dean will be responsible for shared district goals as well as goals and outcomes of teachers and other staff.

RESPONSIBILITIES OF POSITION:

The Instructional Dean is responsible for:

1. Coordinate teachers and goals outcomes.
2. Assist Teachers in designing and modifying instruction to meet each student's needs.
3. Working closely with staff and parents to plan appropriate services for students.
4. Administering diagnostic cognitive and achievement tests and evaluate outcomes.
5. Maintain accurate and complete records as required by the Academy, the ISD, the Charter Authorizer and the MDE.
6. Submitting necessary documentation and reports.
7. Assisting with all pupil accounting reporting.
8. Attending staff meetings and serving on staff committees as required.
9. Participating in child study/child find meetings, when applicable.
10. Other professional duties as assigned by the Instructional Dean and/or Superintendent.

SUPERVISORY RESPONSIBILITIES:

As assigned by the Superintendent

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Position requires frequent standing and walking throughout building and school grounds. Ability to stoop, crouch, kneel and bend occasionally. Occasionally lifts and carries materials or items weighing up to 20 pounds. Ability to use senses - sight, hearing, smell and touch. Ability to type; uses hand/eye coordination for typing and data entry.

OTHER REQUIREMENTS:

Satisfactory criminal background check.

PERFORMANCE STANDARDS:

The Instructional Dean will:

1. Be interested in the work of the school, strongly committed to moral values.
2. Be dedicated to providing an excellent early educational foundation for children that will enable them to be motivated and excited learners.
3. Establish and maintain work performance standards in line with those standards established by Academy.
4. Demonstrate the willingness and ability to work with people in a team environment.
5. Periodically check teachers' lesson plans, grade books and/or grade distribution sheets to assure compliance with the standards of the School.
6. Involve teachers in the development of new instructional programs and implement standards for educational quality within the school curriculum.
7. Communicate effectively with the community regarding instructional programs and activities and with the staff regarding information, policies and procedures.
8. Adhere to all aspects of the evaluation policy and submit recommendations to Human Resources regarding personnel.
9. Assure confidentiality of all student and school privileged information.
10. Maintain positive, cooperative and mutually supportive relationships with the Board of Directors, Charter Authorizer, students, parents, fellow teachers, co-workers and the community.