



Position Title: Academic Dean

Academy Background

Columbus Classical Academy, a Hillsdale College Curriculum School opening in August of 2023, will be the first private, classical, K-12 school in the central Ohio region. CCA is seeking a qualified and passionate Academic Dean to lead CCA in the fulfillment of its educational mission.

Position Summary

The Academic Dean (AD) will work closely with the Headmaster to successfully implement the educational mission of CCA. In that role, the AD will take primary responsibility for all matters concerning curriculum and instruction at the school, playing a central role in ensuring that CCA fulfills its core, academic objectives and faithful implementation of Hillsdale's curriculum. The AD also will provide critical support for and assistance with planning and guiding the academic growth of CCA as it expands to include grades 9-12 in the years following its first year in operation. The Academic Dean will report directly to the Headmaster.

Skills and Abilities

- Passionate commitment to the principles of classical, K-12 education
- Exhibits personal integrity, professionalism and high moral character
- Deep experience with and understanding of classical, pedagogical methods
- Genuine love of teaching, both of children and fellow teachers
- Clear, direct and respectful communicator, both orally and by the written word
- Organized, efficient, and disciplined in the management of tasks and in their timely completion
- Strong work ethic and a willingness and capacity to put in long hours when necessary
- Facility with educational management tools and record-keeping
- Thoughtful and deliberative, yet decisive when choosing a course of action
- Responsive and timely with communications
- Tactful in handling difficult situations and conversations with teachers and parents

Duties and Responsibilities

- Oversee the faithful implementation of the Hillsdale K-12 curriculum throughout the school
- Curate, manage and organize the purchase of curriculum materials annually
- Partner with the Headmaster in educating prospective families about the characteristics and benefits of classical curriculum and instruction, especially in the year prior to opening
- Identify and implement professional development programming for faculty and staff
- Lead the drafting and development of the daily school schedule
- Prepare initial drafts and revisions of faculty/staff and parent/student handbooks
- Manage and supervise the day-to-day educational functions of the school
- Assist the headmaster in the hiring, observation and evaluation of faculty and staff
- Establish processes for faculty mentoring and collaboration
- Develop and implement student assessments/testing and key academic indicators
- Advise faculty on best practices and support teachers navigating instructional challenges
- Provide regular updates to the Headmaster concerning the academic affairs of the school
- In cooperation with the Headmaster, devise and execute academic growth plan for grades 9-12
- Facilitate opportunities for showcasing the academic achievements of students and teachers

**Minimum Qualifications**

- A bachelor's degree
- A fully formed and well-articulated commitment to classical, K-12 education
- At least 5 years teaching experience in a classroom setting

Preferred Qualifications

- Extensive teaching and supervisory/leadership experience in a classical, K-12 school
- Familiarity with the Hillsdale College K-12 curriculum, ideally with teaching or administrative experience in a Hillsdale College Member or Curriculum School

Application

The start date for this position is flexible, but ideally would commence in January 2023 and will be located in Columbus, OH. Please indicate your interest in this position and submit supporting documents to Headmaster Dan Gibson at dgibson@columbusclassical.org.