

Prodeo Academy
Academic Dean
Position Description

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| Job Title | Academic Dean |
| Primary Purpose | The Academic Dean will provide academic program direction, instructional coaching and data management. The Academic Dean ensures that all students are achieving appropriately and that the school is fulfilling our mission to close the achievement gap. The Academic Dean is a member of the administrative team and makes schoolwide decision for our students' achievement and well-being. |

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| Reports to: | Principal |
| Receives Direct Reports From | Teachers/Instructional Staff |
| Provides Work Direction To | Teachers/Instructional Staff |

Representative Responsibilities of the Position

Demonstrate exceptional teacher leadership:

- Directly coach a portfolio of teachers
- Observe lessons regularly and deliver targeted feedback to teachers.
- Collaborate with grade/lead planners teams to plan units, lessons and assessments; regularly share feedback.
- Model outstanding instruction for teachers.

Facilitate excellent professional development

- Coordinate and manage creative, inspiring professional development sessions in line with school goals and priorities
- Direct the assessment process to ensure teachers are using current data to drive instruction; facilitate regular, meaningful assessment data debriefs and Data Days with teachers.

Serve as an active member of the school administrative team

- Participate in regular leadership team meetings.
- Lead staff trainings at start and end of school year and on professional development days.
- Work closely with dean of students to support efforts in character development and positive school culture.
- Assist teacher leaders (e.g. grade team leaders) in developing leadership skills.
- Model professionalism at all times; be a visible and highly engaged leader in the school community.

Desired Skills and Characteristics:

- A commitment to Prodeo Academy's mission, deep love of content and curriculum, and an

unwavering belief that all students can and will succeed.

- Track record of exemplary instructional and classroom management skills, including meeting extremely high standards for student achievement
- High level of personal organization and planning.
- Excellent communication skills with diverse constituents (teachers, parents, children, board members); clear writer, facilitator and public speaker.
- Proven ability to proactively lead by example, effectively manage adults, and seek out feedback.
- Team player: maturity, humility, strong work ethic, follow-through, sense of humor, willingness to respond positively to feedback and a “roll-up-my-sleeves” attitude.
- Mastery of and enthusiasm for subject matter.

Qualifications

- A bachelor’s degree from a competitive college or university with a GPA of at least 3.0; master’s degree preferred.
- At least 3 years of teaching experience with a record of high student achievement.
- Experience leading and managing adults.