

## Dean of Curriculum and Instruction

### **Responsibilities:**

- Adhere to and enforces board policy, school guidelines, and administrative directives;
- Support the overall school improvement process including teacher observation, modeling best practice, and analyzing student data;
- Provide leadership in the ongoing development, improvement and evaluation for curriculum, instruction and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Serve as liaison to parents and facilitate parent education and involvement; including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Assist the Principal in developing staff development programming;
- Responsible for managing student data systems;
- Assist in administration of scheduling and standardized assessments;
- Assist the Principal in the development of school created assessments;
- Assist in making formal reports to the board of trustees and charter entity on student academic reporting;
- Support the implementation of Response to Intervention and monitors its continued implementation;
- Enforce guidelines to maintain proper discipline and conduct;
- Assist in the development and administration of policies dealing with discipline, conduct, and attendance;
- Communicate relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents;
- Assist the Principal with student expulsions;
- Work with and assists faculty in the development of effective classroom discipline and organization;
- Maintain an effective and safe school environment;
- Prepare required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned;
- Assist in the selection and mentoring of staff;
- Fill in as substitute teacher as needed;
- Assist in the writing of grant requests and solicitation of financial support for the school including corporate and private donations;

- Assist in supervision of special events;
- Perform other duties as assigned by the Principal.

**Qualifications:**

- BA/BS degree required, graduate degree preferred;
- Administrative certification welcomed but not mandatory;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Demonstrated successful teaching experience;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Exhibited leadership in working with professional staff, students, parents and the community;
- Commitment to accountability, including a rigorous student testing regime;
- Agreement with and commitment to the academic goals, mission and philosophy of the charter school;
- Demonstrated success in encouraging parental involvement.