

ACADEMIC DEAN – EVENING PROGRAM

GENERAL RESPONSIBILITIES

Under the direction of the Executive Director for Alternative Education, the Academic Dean is responsible for maintaining a high level of instruction for students and a leadership role for staff. This person ensures the implementation of afternoon and evening programs for high school students that are consistent with state and federal guidelines and the philosophy, policies, and goals of the School Board.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work in a collegial and collaborative manner with peers and school personnel to monitor and evaluate the process to efficiently transition students between instructional settings.
- Coordinate and manage instructional and support programs for students.
- Plan and implement a systematic method of supervising the Renaissance Academy instructional program through the use of observations, documentations and follow-up conferences.
- Ensure that all students have access to workplace and career readiness opportunities that develop skills needed for the 21st century.
- Evaluate and assure that social-emotional competence programs are implemented as designed.
- Coordinate and evaluate all activities and programs that are outgrowths of the school's curriculum (e.g. extended learning opportunities, mentorship program, experiential/service-learning).
- Monitor and evaluate the efficiency and effectiveness of instructional programs and procedures. Recommend improvements as needed and ensure materials are endorsed by the Department of Curriculum and Instruction.
- Evaluate student support specialists in collaboration with the Instructional Transition Specialist and home school principals.
- Develop protocols and procedures in support of community partnerships, internships, service/experiential learning, and project-based learning.
- Customize staff development to meet instructional and social-emotional needs related to at-risk learners (e.g. 21st century skills, service/experiential learning, project-based learning, character education, behavioral interventions).
- Organize and participate in staff development activities coordinated in collaboration with the Department of Curriculum and Instruction.
- Monitor and evaluate the efficiency and effectiveness of staff development activities and suggest modifications as needed.
- Meet and confer with students, parents, faculty and staff.
- Schedule classes within established guidelines to meet student's needs.
- Assist in developing budget and monitoring expenditures.
- Maintain high standards of student conduct and oversee enforcement of discipline as necessary, according to School Board policy and the due process rights of students.

- Attend school sponsored activities as directed.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Participate in the selection of all school building personnel.
- Supervise all professional, paraprofessional, administrative and non-professional personnel assigned to the school.
- Evaluate and counsel all staff members regarding their individual and group performance.
- Supervise the daily use of the school facilities for both academic and nonacademic purposes. Maintain and ensure that department policies are understood and implemented by all faculty and staff.
- Assist in coordinating transportation, custodial, cafeteria and other academy support services; help conduct safety inspections and safety drill practice activities.
- Routinely inspect school facilities; including hallways, restrooms, classrooms and special areas.
- Supervise student and faculty parking areas.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the practices, methods and techniques used in the administration and supervision of a secondary level school or alternative education program; thorough knowledge of prescribed School Board policies and procedures; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

EDUCATION AND EXPERIENCE

Master's Degree in education administration, certification in Administration and Supervision PreK-12, and a minimum of three years teaching experience required. Successful experience working with at-risk or alternative learners preferred.

PHYSICAL REQUIREMENTS

Some significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Dev. 1/09
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