



Job Description: Upper School Dean

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| Reports to: Executive Director | Supervises: Upper School Faculty |
| Employment: Full-time, 12-month | FSLA Status: Salaried, Exempt |

Overview of Excelsior Classical Academy

Excelsior Classical Academy is a tuition-free public charter academy with a rigorous, college-preparatory, liberal arts focus. Excelsior means “higher” in Latin, and at Excelsior, we strive for continuous improvement in academics and character. We will help each student reach higher by providing a rigorous, rich curriculum in an environment that promotes responsibility, integrity, diligence, and excellence.

We firmly believe in making this educational option accessible to all students in the Durham area. We intentionally pursue diversity in our Board, our staff, and our student population. Our goal is to reflect the diversity of the Durham area. In order to allow anyone who wants to attend our academy to do so, we

- offer busing.
- provide free or reduced-price lunch to those who qualify.
- provide assistance with uniforms to those who qualify.
- offer a Before- and After-School Program.

POSITION OVERVIEW The Upper School Dean reports to the Executive Director. S/he is charged to act as the academic leader of the Upper School and is responsible for its day-to-day operation. The Upper School Dean has comprehensive responsibilities as described below.

POSITION SPECIFICS

- To maintain congruency between the Academy’s board-approved mission statement and all activities of the Upper School.
- To act as the educational leader of the Upper School, responsible for its day-to-day operation; to direct the activities of the members of the school’s instructional staff.
- To function as the chief articulator of the Upper School’s programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituents are fully informed consistent with their individual roles.
- To observe, supervise, and help evaluate the faculty in the implementation of the curriculum; to supervise the teaching process, and to review and evaluate the academic programs.

- To provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale.
- To be aware of the educational, physical, social, and psychological needs of the members of the school community and to develop plans for meeting these needs.
- To oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees.
- To work in conjunction with the Executive Director to ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of NC and by those agencies that examine and accredit the school.
- To make recommendations to the Executive Director regarding the hiring, retention, and assignment of Upper School faculty.
- To establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of school operation.
- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- To oversee the coordination of the co-curricular and extra-curricular activity programs of the school; to assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the school community informed of various school programs and activities.
- To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- To be responsible for working with the Upper School Dean of Students to establish guidelines for proper student conduct and dress; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules; to work with PowerSchool Data Specialist to maintain accurate records of student attendance and citizenship.
- To be a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the Executive Director informed of the general programs, activities, and problems of the school.
- To assign teachers and students to classes and other obligations.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To perform other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic teacher leader who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about the mission of Excelsior.

- Advanced degree in Education, School Administration, or comparable degree strongly preferred. Teaching experience required. Certification or credential or equivalent professional experience in administration strongly preferred.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills.
- Bilingual in Spanish and English a plus.
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment, and instructional strategies.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork among faculty.
- Invests in the life of the school by participating in staff meetings, professional development, leadership team, anti-bias training, MTSS, subject PLCs, and any and all aspects that support the student experience.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk.
- Occasionally required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision-making; average time pressure of decision-making.
- The noise level in the work environment is usually moderate

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Excelsior does not discriminate on the basis of discriminate on the basis of race, color, ethnicity, national origin, disability, religion, creed, gender, gender expression, or sexual orientation. Excelsior Classical Academy is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.