

## UPPER SCHOOL DEAN JOB DESCRIPTION

**Job Title:** Upper School Dean  
**Position Type:** Faculty, Exempt, Full-time, 12-month  
**Reports to:** Head of School  
**Salary:** Dependent on Experience – Salaried, paid monthly

Whitefield Academy is a classical Christian School for students Kindergarten Prep – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

### Requirements

- Bachelor's degree required as a minimum
- Teaching experience preferred
- Experience with the classical Christian education model preferred
- Member of an evangelical church able to affirm the school's biblical, faith, and ethical standards as delineated in the school's *Statements and Affirmations on Faith and Practice*

### Portrait of a Whitefield School Dean

The School Deans at Whitefield Academy are passionate evangelical Christians who love Christ, are joyful, encouraging, nurturing, have a cheerful disposition, and exude love for children and for our teachers. They are charged with the comprehensive responsibility for all activities involving students and faculty in their school (lower school, upper school). They are wise in tone, action, and decision making, and are firm when needed. They are committed to a life-long pursuit of professional excellence.

### Critical Performance Competencies

- Adhere to biblical standards in all areas of conduct
- Positively support the school's policies and practices and work collaboratively and professionally
- Able to solve problems and think through practical, academic, and relational issues clearly
- Truthful, positive, and purposeful when communicating with others
- Able to use strong written and oral communication skills to express thoughts and ideas
- Calm, flexible, and adaptable in dealing with new, different, or changing requirements
- Maintain confidentiality and security of information
- Hold self and others accountable to accomplish results
- Effective in handling multiple concurrent tasks, with demonstrable administrative skills
- Familiar with Microsoft Word and Outlook, able to learn and work with the school's integrated data-based software package as needed (FACTS/SIS)

### Specific Duties and Responsibilities

- Maintain congruency between the school's board-approved mission statement and all activities of the upper school
- 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 instructional and, in conjunction with the business manager, the non-instructional staff in the performance of their duties
- Function as the chief articulator of the upper-school programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedure

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- Observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs including summer programs
- Articulate the school mission, school goals, department goals, course objectives, materials, methods and means of assessment to teachers and parents
- Provide an orderly, controlled environment in which learning can take place and a school climate which is supportive and reflects high morale
- Be aware of the educational, physical, social, and psychological needs of the members of our school community and develop plans for meeting these needs
- Oversee and direct the activities of the sponsors of various student organizations and activities, and faculty committees
- Participate in or lead committee, making recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty
- 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 the school operation
- 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
- Conduct effective regular meetings with faculty which will deal both with routine school matters and with issues relating to pedagogy and educational philosophy
- Hold teachers accountable for lesson plans, grades, skill sets, behavior reports and provide instruction on the use of our school information system (FACTS)
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the upper school; assist in the planning and the presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events; and keep the entire school community informed of various upper school programs and activities
- Plan/participate in Upper School signature events (back to school, retreats, Parent Teacher Fellowship (PTF) events, concerts, Class Trips, Discover Whitefield, Shakespeare, Graduation, etc.)
- Coordinate and provide spiritual oversight to weekly Upper School chapels, morning assemblies, retreats, and other Upper School events
- Provide academic guidance of students; maintain complete academic records on all students; oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement
- Oversee parent/teacher conferences and maintain conference records and correspondence
- Responsible for establishing guidelines for proper student conduct and dress; maintain student discipline consonant with school policies; monitor students' adherence to established school rules; and maintain accurate records of student attendance and citizenship
- 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 Head of School informed of the general programs, activities, and problems of the school
- Prepare a master school class schedule and assign teachers and students to classes and other obligations
- Approve/Coordinate faculty leave and substitute teachers
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment
- Oversee student testing (SRI, ERB, etc.) and ensure proper reporting
- Coordinate/communicate with Operations regarding needs of upper school classrooms, equipment, and supplies
- Perform other duties as assigned by the Head of School
- Participate in a fortnightly after-school reading group around classical Christian education

**Professionalism:**

- Consistently and joyfully demonstrate excellence in work, punctuality, speech, attitude, dress, and attention to administrative duties
- Support the school and its leadership
- Communicate with parents and emphasize getting to know the families well and letting them know what is happening in the upper school. Parents should gradually increase their knowledge of and excitement for our academics
- Cooperate with administration in annual evaluation and authentically engage in self-reflection and annual development of a personal professional growth and renewal plan. This includes written goals and progress toward those goals.
- Comply with all applicable policies in the Staff Handbook and with all administrative directives
- Cheerfully attend to assigned or volunteered collateral duties such as lunch and recess duty, attendance at school programs and events; and other duties as prescribed by the school administration

**Disclaimers**

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, *Statements and Affirmations on Faith and Practice*, Staff Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, teaching requires sitting, standing for extended periods, reaching, stooping, and climbing stairs. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.