

Academic Dean

Reports to Upper School Headmaster

Supervises Upper School faculty

Job Summary

Assist the Headmaster in those tasks that relate to academic records and academic scheduling.

Duties and Responsibilities (Include but are not limited to:)

1. Accept and perform tasks delegated by the Headmaster including but not limited to curriculum development and implementation, professional staff development, and instructional evaluation and supervision.
2. Develop the master schedule of classes.
3. Prepare the course of study.
4. Assist with the evaluation of new course offerings.
5. Supervise and ensure the creation, maintenance and proper use of accurate and appropriate records, reports and data with respect to each student.
6. Assist with the development of an electronic transcript.
7. Oversee interim, trimester and end-of-year grade processing.
8. Administer the AP testing program.
9. Manage the process of matching students to courses.
10. Develop cooperatively with the Headmaster a master list of classes, room assignments and teacher assignments.
11. Conduct in-service programs relating to testing/grading as well as training and skill maintenance in the use of Edline and GradeQuick.
12. Assist with the mentoring of new teachers.
13. Review opening letters and lesson plans.
14. Review summer reading assignments.
15. Prepare room and proctor assignments for trimester testing.