

Dean of the Faculty

<u>Reports to</u>	Upper School Headmaster
<u>Supervises</u>	Faculty Advisors Substitute Faculty Other Faculty and Staff as assigned by the Headmaster Department Chairmen

Job Summary

Assist the Headmaster in the administration of the Upper School

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. Meet regularly with the department heads.
3. Oversee teachers' absences and the recruitment and assignment of substitute teachers.
4. Assist and represent teachers in the state teacher certification process.
5. Oversee the publication of the yearlong calendar as well as the detailed three month calendar.
6. Assist the Headmaster in the preparation of the annual Student Agenda.
7. Assist with the recruitment and hiring of faculty.
8. Manage the purchase and distribution of textbooks.
9. Oversee trimester testing for students with conflicts or absences.
10. Assist with the mentoring of new teachers
11. Assign faculty parking, lunch and break duty
12. Prepare the emergency phone tree
13. Assist the Headmaster as needed with all duties that impact the Upper School program.
14. Review summer reading assignments.