

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

ACADEMIC DEAN I

POSITION: Academic Dean I

REPORTS TO: Education Director

LOCATION: Various Sites

NATURE OF WORK:

This is an advanced professional position as a member of the school leadership team involving all aspects of the school instructional program. The major responsibility is to assist the education director as the instructional leader of the school and to develop and implement the school improvement plan in collaboration with staff and the school improvement team. The work is performed under the general direction of the education director.

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Assist the education director in implementing and evaluating the instructional program of the school;
- Analyzes data for instructional planning and recommends instructional changes based upon the data;
- Implements instructional resources that support classroom instruction;
- Conducts instructional supervision and evaluation including classroom and teaching observations;
- Develops and implements an effective system of student assessment, recommending changes as needed to meet student needs;
- Provides leadership for developing professional development focused on student learning;
- Assists with master scheduling to implement the instructional program;
- Participates in the selection, placement, and evaluation of staff members;
- Works collaboratively with central office and other professionals to facilitate student achievement; and
- Coordinates collaborative teams and Department/Team Action Plan implementation.

QUALIFICATIONS:

Possess an Advanced Professional Certificate. Possess Administrator I and/or Administrator II certification.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA (EXEMPT) salary schedule (#5) for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA