

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

ACADEMIC DEAN II

POSITION: Academic Dean II

REPORTS TO: Deputy Superintendent

LOCATION: Various Sites

ESSENTIAL FUNCTIONS:

Serves as the educational leader of a concentrated student program, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe, student-centered learning environment that meets and exceeds the Maryland Common Core State Standards, following the approved curricula and directives of St. Mary's County Public Schools. Achieving academic excellence requires that the Academic Dean work collaboratively with other principals and instructional leaders to lead and support the program staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, program development, program evaluation, personnel management, fiscal management, emergency procedures, scheduling, and facilities operations.

DUTIES AND RESPONSIBILITIES:

The Academic Dean II shall:

Program Management

- Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the program consistent with the philosophy, mission, values and goals of the district, including instructional programs in the Maryland Common Core State Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
- Adhere to Maryland school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- Lead program level planning processes to ensure the development, implementation, and evaluation of the program.
- Establish the schedule of instructional programs in conjunction with students' home schools, ensuring sequential learning experiences for students that meet and exceed the Maryland Common Core State Standards.
- Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations. File all required reports regarding violence, vandalism, attendance, health and discipline matters.
- Immediately notify appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Develop and maintain a budget for the program. Approve all purchases in accordance with SMCPS policies and procedures.
- Implement an effective accounting and inventory system for all supplies, materials, and equipment.

- Implement procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
- Assume responsibility for the health, safety, and welfare of students, staff, and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and SMCPs guidelines.
- Notify appropriate Central Office staff immediately of any unusual circumstances.
- Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, bus loading and unloading, and cafeteria.
- Complete, in a timely fashion, all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Answer correspondence promptly.
- Maintain and account for all student activity funds and money collected from students in accordance with SMCPs policy and auditing recommendations. Correct any audit exceptions immediately.
- Communicate with the Superintendent and appropriate Central Office personnel regularly about the needs, successes, and general operation of the program.
- Ensure that personnel and student record keeping procedures comply with State and federal law and SMCPs policy. Implement procedures for safe storage and integrity of all public and confidential records.
- Supervise all personnel assigned to the program, establishing clear expectations for roles, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
- Follow SMCPs procedures for hiring staff, including affirmative action, recruitment and selection processes.
- Observe strictly, to avoid the appearance of conflict, all ethics requirements regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

Program Culture

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Involve the staff in developing a program-wide behavior management system, which actively teaches desired behaviors, positively reinforces appropriate behavior and provides low level interventions for low level misbehavior.
- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
- Coordinate resources for comprehensive student and family health and social services.
- Display the highest ethical and professional behavior and standards when working with students, parents, program personnel, and agencies associated with the program.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education

profession.

- Keep the staff informed and seek ideas for the improvement of the program. Conduct meetings as necessary for the proper functioning of the program.
- Provide leadership opportunities to a variety of certificated and non-certificated staff members.

Instructional Practices

- Supervise the instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
- Regularly review student work to ensure that it is rigorous, purposeful and engaging.
- Regularly review student assessments to ensure that they measure student mastery of the Maryland Common Core State Standards.
- Ensure IEP processes and procedures are followed with fidelity.

Data Driven Instruction

- Work collaboratively to develop a comprehensive plan with annual student achievement targets, supported by parents, staff, and community members.
- Organize and maintain a Pupil Services Team, which intervenes to solve behavioral, nutritional, attendance and other problems, receives data based teacher referrals of students who are not making progress and makes referrals to appropriate health and human service agencies.
- Organize and supervise data based procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional, and learning disabilities, coordinating the resources of the program and community to assist the student and family.
- Collect and analyze data regarding the needs and achievement of students, including local, State and National assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
- Ensure that appropriate intervention/enrichment for individual students are provided, based on results of assessments.
- Analyze student attendance, discipline and achievement data to identify and eliminate disproportionality.
- Monitor the amount of instruction students miss due to absences and/or misbehavior.
- Analyze data obtained through observing teaching and learning to make recommendations for improvement for individual teachers and in the instructional program.

Technology

- Demonstrate proficient use of student data management systems in order to analyze individual student data, teacher data and the effectiveness of the instructional program.
- Use technology for on-going root cause analysis of student performance to drive instructional decision making.
- Demonstrate proficient use of technology resources for scheduling building use, ordering materials, managing staff absences, communicating with the program community, video camera monitoring, interview/hiring process, etc.
- Demonstrate proficient use of technology resources to observe and evaluate staff.

- Use technology to accomplish daily tasks.

Professional Development

- Facilitate professional development for all staff focused on the achievement of the Maryland Common Core State Standards, aligned with identified curricular, instructional and assessment needs and connected to the School Improvement Plan.
- Involve staff in determining their professional development needs.
- Facilitate professional development for all staff focused on developing cultural proficiency.

Engage the Community

- Working with the staff and families, facilitate the development of a written program vision that encompasses values, challenges and opportunities for the academic, social and emotional development of each student.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
- Maintain visibility with students, staff, parents, and the community, attending program and community functions regularly to demonstrate a genuine interest in the students and staff.
- Use excellent written and oral English skills when communicating with students, parents, and colleagues.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, colleagues and representatives of resource agencies within the community.

QUALIFICATIONS:

The Academic Dean II shall:

- Hold a Master's degree from an accredited college or university.
- Hold a Maryland Advanced Professional Certificate.
- Hold a Maryland Administrator I endorsement, Administrator II endorsement preferred.
- Have at least four (4) years excellent experience in teaching and working at the appropriate level.
- Have a minimum of three years of successful experience in a leadership role at the school or system level.
- Demonstrate excellent leadership and organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate the ability to use technology for word processing, data management, and telecommunications.
- Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

TERM OF EMPLOYMENT:

The Academic Dean II shall be employed under the following terms:

- Work year of twelve months.
- Salary, benefits, and leave time as specified in the St. Mary's Association of Supervisors and

Administrators Agreement.

- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education.

SALARY GRADE RANGE:

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

BARGAINING UNIT ELIGIBILITY: SMASA