



## **Dean of Academics**

### **Location:**

Heart of Ohio Classical Academy - Dublin Campus - Dublin, OH

### **Job Type:**

Full-Time

### **Description:**

The Academic Dean of Heart of Ohio Classical Academy is a dynamic leader committed to fostering academic excellence and a nurturing environment for both students and staff. Reporting directly to the Headmaster, the Academic Dean ensures the smooth operation of the academic program, enhances teacher effectiveness, and maintains the highest standards. The Academic Dean will work to ensure that staff and students are supported through sound, data driven decision-making and conduct observations of classroom instruction. The Academic Dean will oversee every facet of the school's operations that directly impacts student learning. This will include monitoring of classroom instruction, management of all internal and external assessment data, and curriculum implementation for all subject areas and grades. The Academic Dean embodies the school's classical education mission and works to continuously improve the quality and effectiveness of instruction.

### **Key Responsibilities:**

- Oversees and supports all teacher instruction and student learning across all subject areas and grades.
- Ensures academic program support and is responsible for strong improvement in student academic performance.
- Ensures that appropriate differentiation is implemented for all learners including those with exceptional needs.
- Ensures smooth operation of all curricular, instructional, and testing functions to meet expectations and Ohio Learning Standards.
- Implements and oversees assessments and newly created Ohio Learning Standards aligned assessments and work with teachers to create action plans for improvement between each testing period.
- Collects, compiles and analyzes all academic data including progress monitoring assessment data, daily instructional data and SPED growth data.



- Implements external assessment systems, including NWEA and all state assessments.
- Develops and implements effective internal assessment systems and reporting.
- Uses data results from all internal and external assessment systems to inform all curriculum decisions.
- Presents achievement data to school constituencies in easily accessible forms/reports.
- Seeks and shares curriculum best-practices from other classical partner schools.
- Coordinates design of the school's academic needs based on data results and best-practices.
- Serves as primary instructional coach for new and existing faculty; providing feedback and support on instructional methods, classroom management, and curriculum and implements coaching plans when necessary to assist staff in areas of weakness or deficiency.
- Participates in parent teacher conferences and student planning meetings as needed (e.g. IAT, IEP, BLT, etc.).
- Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings. etc.).
- Designs the school's academic standards, benchmarks, assessments, and curriculum, when applicable.
- Assists with creating scope and sequence for all subjects offered when applicable and modifies as needed.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, and indicators and promotes the continuity of the instructional program.
- Provides insights about student skill progression and key contributions made by staff at each level.
- Manages the instructional program.
- Directs the development, assessment, and revision of curriculum guides and courses of study.
- Manages the planning process to select instructional materials and equipment.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.



- Assists with pupil management issues.
- Prepares and conducts reports and discipline recommendations.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advances school goals.
- Strives to develop rapport and serve as a positive role model for others.
- Manages all student academic records.
- Provides all necessary resources, training, and materials to teaching staff to effectively raise student academic achievement.
- Serves as a model and encourages all staff to contribute their best efforts and produce the highest quality work.
- Protects the privacy rights and confidentiality of all matters involving students and staff and demonstrates fairness and honesty when managing others.
- Establishes professional standards and expectations for teaching staff.
- Coordinates and leads professional development activities in collaboration with the Headmaster.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Articulate the school's Classical approach with academic and behavioral expectations, cultivating a culture of pride and high achievement.
- Fosters team leadership and operational collaboration to establish a robust, effective, and efficient school.

### **Qualifications:**

- Master's degree in education, administration, or a related field, or a similar degree.
- Minimum of five years of teaching experience with exemplary teaching and leadership.
- Excellent organizational, communication, and interpersonal skills.
- Deep commitment to the classical education model and student success.

### **Aligning to Heart of Ohio Classical Academy's Mission and Vision:**



- Lead with Vision and Purpose: Drive educational excellence in a classical academy setting, shaping the academic and character development of each student.
- Mentor and Inspire: Foster a dedicated team of educators, encouraging continuous growth and pursuit of excellence in teaching and learning.
- Impact the Future: Be a pivotal force in a vibrant learning culture, where your leadership will directly influence the quality of education and the lives of students and teachers alike.

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

Monday to Friday

**Work Location:**

In-Person

**Ability to Commute:**

Dublin, OH 43016 (Required)

**Ability to Relocate:**

Dublin, OH: Relocate before starting work (Required)

**Willingness to Travel:**

25% (Preferred)

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