

DEAN OF UPPER SCHOOL

Job Description



POSITION SUMMARY

The Dean of the Secondary School, grades 7-12, is in charge of the spiritual development, disciplinary needs, and guidance needs (college, career and development) of secondary students and serves the Secondary Faculty by handling day to day needs for assistance, curriculum, training, mentorship, and scheduling.

PURPOSE

Serve as a Christian role model, by precept and example, of the highest Christian virtue and personal decorum both in and out of school to students, and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

DUTIES AND RESPONSIBILITIES

1. Propagate the vision of the school to the Secondary school faculty, parents and students resulting in a Secondary school full of truth, beauty and goodness and thus fulfilling its mission by:
 - a. Understanding the vision and mission of the school
 - b. Being an exemplar concerning professional personal standards, dress and manners
 - c. Assisting the Head of School with faculty meetings and in community service opportunities
 - d. Maintaining a spirit conducive to prayer and study
 - e. Working with administration in the development of the Campus Improvement Plan initiatives and needs
 - f. Working with administration to maintain accreditation
 - g. Creates, distributes, and analyzes stakeholder surveys
 - h. Making recommendations to handbook or policy updates or edits
2. Oversees Secondary school's devotional and spiritual life resulting in a secondary school growing in faith, hope and love by:
 - a. Working to support and inspire a sense of joyful devotion to Christ in the lives of students and teachers
 - b. Creating material that enables the homeroom teacher to lead devotions
 - c. Leading or assigning leadership of corporate devotions in the secondary school
 - d. Interacting with secondary students, learning their needs, knowing their lives and struggles, encouraging them and praying for and with them
 - e. Encouraging and training older secondary students to be spiritual leaders in our school by:
 - i. Working with Grammar School Dean and Secondary Teachers to allow responsible and mature secondary students to serve in Grammar School classes, activities, and recesses
 - ii. Working with Secondary Teachers and older students for older students to lead some of the devotions
3. Oversees Secondary school student discipline resulting in the Secondary school having a godly aroma full of grace by:
 - a. Being the "first responder" to disciplinary needs in the Secondary School
 - b. Building relationships with students
 - c. Correcting negative trends and inspiring positive cultural growth (reporting on these trends to the Head of School)
 - d. Communicating with the Head of School, Faculty, and Parents in cases of serious student misbehavior
 - e. Enforcing uniform policy and appearance policy to assure that students are dressed appropriately
 - f. Setting and promoting biblical standards of holiness by praising it both publicly and privately



DUTIES AND RESPONSIBILITIES (CONT.)

- g. Communicating with parents concerning disciplinary issues
 - h. Making sure that school office has accurate records of disciplinary actions
 - i. Placing students on Behavioral Probation or suspending Secondary school students when necessary
4. Listening to Secondary faculty needs and meeting needs as able resulting in faculty needs being heard and met in a timely manner by:
 - a. Working with faculty to determine students' needs and making sure that policies are in place to meet those needs
 - b. Reporting needs and problems in Secondary school to the Head of School
 - c. Overseeing attendance and tardiness issues as it pertains to day to day issues—reporting problems to the Head of School
 - d. Approval of events or special arrangements for Secondary classes
 - e. Providing Professional Development opportunities to faculty for the betterment of the students and school culture
5. Lead or direct the assigned tasks of the daily operations and organizations of the Secondary school resulting in a school that runs smoothly by:
 - a. Coordinating activities (and their scheduling)
 - b. Help plan and build activities and traditions that lead to the positive life of the school
 - c. Oversee the House System in all aspects of its operation
 - d. Establishing the annual Secondary school master schedule for instructional programs with the Head of School and Dean of Grammar
 - e. Supervise that teacher duty stations are covered adequately
 - f. Ensuring classrooms are well-managed and have a positive learning environment
 - g. Maintain that adequate school and parent communication is conducted
 - h. Communicate regularly with parents and stakeholders regarding grades, activities, announcements, or events via multiple platforms
6. Oversees the purchase of Secondary school materials and equipment resulting in Secondary school teachers having the materials and equipment that they need by:
 - a. Giving input for the creation of the yearly budget to the Head of School
 - b. Overseeing Secondary school curriculum choices and development with the Curriculum Committee and the faculty of the school to foresee needed curriculum, and improve or replace deficient curriculum
 - c. Selecting instructional materials and equipment by making choices or approving recommendations
7. Oversees that student transcripts and college applications result in students being presented in the best light possible as they apply for further studies by:
 - a. Working with outside resources, parent volunteers, and paid staff, to make sure that:
 - i. Students and parents are informed of the dates, purposes and preparation for upcoming standardized tests (PSATs, SATs, CLT, National Latin Exam)
 - ii. Leading training efforts for students' preparation for standardized testing.
 - iii. Making sure that transcripts are kept up to date and accurate
 - iv. Students have all of the teacher recommendations that they need
 - b. Guiding and directing students into proper programs and activities to prepare them for college in general or particularly for the college or program in which they are interested



DUTIES AND RESPONSIBILITIES (CONT.)

- c. Overseeing Secondary honors making sure that honors are given correctly. (This includes academic honors, leadership opportunities, the Virtuous Blazer Award, or distinctions in outside activities or extracurriculars).
 - d. Oversees and works with BCA college and career counseling and/ or Dual Credit partners in curriculum alignment, adherence, and grades
8. Ensure academic integrity and curriculum health, implementation, and compliance by:
- a. Monitor students whose performance or grades are suffering. Place students on Academic Probation when necessary and communicate this to staff, extra-curricular supervisors, Athletic Director and parents in which it applies
 - b. Approve Upper School report card finalization and distribution; communicate with teachers on missing grades, comments, or pertinent information by due date
 - c. Overseeing and assisting the Director of Curriculum and Instruction in building and implementing Curriculum Guides for each grade level
 - d. Train teachers on Classical Christian and Charlotte Mason Pedagogy
 - e. Supervision of lesson plans, homework load, assignment calendars, integration of subjects and Biblical themes, and see that the grading policy is observed
 - f. Annual curriculum review with the Dean of Grammar and Head of School
 - g. Conducting teacher observations, both formative and summative, for compliance of the Seven Law of Teaching and classical Christian pedagogy
 - h. Analyzes standardized testing results to see if adjustments or improvements should be recommended
9. Other responsibilities as required by the Head of School.

QUALIFICATIONS

1. Must be a Christian and agree fully with the BCA's Statement of Faith
2. Must be active in a local church and in good standing
3. Bachelor's Degree required
4. Must be able to obtain CPR and First Aid Certifications
5. Physically able to keep up with the demands of activities required
6. Prior teaching or classroom experience required
7. Working knowledge of Classical Christian Education and Charlotte Mason Principles required
8. Oral and written communication and speaking skills
9. Knowledge or ability to learn technical/computer skills such as FACTS (renweb), Googlesuit, Microsoft Word, and various computer programs

SUPERVISORY RESPONSIBILITIES: The Secondary Dean oversees, under the Head of School, the Secondary school faculty and students.

WORK ENVIRONMENT/DYNAMICS: The Dean of the Secondary School must be able to work with little direct supervision.

WORK YEAR : This position is a full-time position over the school year and a part time position over the summer 3 days a week.

SCHEDULE FOR EVALUATION: The Dean of the Secondary School will be evaluated annually by the Head of School with input from the Board of Directors.