

DEAN OF ACADEMIC AFFAIRS - JOB PROFILE

- Title:** Dean of Academic Affairs
- Reports to:** President
- Evaluation:** Dean of Academic Affairs performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- Status:** Full time, 8:00-4:30 Monday-Friday; Year-round position. Position will have two (2) weeks off in summer in addition to school breaks off during school year.
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POSITION SUMMARY

The Dean of Academic Affairs is a strategic position at Providence Academy and is a part of the President's Administrative team. This position is responsible for ensuring the oversight of the academics at Providence supports the goals and mission of the academy.

SPECIAL ASSIGNMENTS

1. Serve on the reaccreditation team in leadership to ensure alignment between Providence Academy and the accreditation associations' standards.
2. Work with Department Heads to acquire curriculum booklist changes and oversee the posting of the booklist to the school's online bookstore (i.e. classbook.com) as well as the school's student information system (i.e. RenWeb.com).
3. Maintain membership with NAIA and NCAA associations, knowing the policies and deadlines associated with teach and communicating them to students.
4. To function as the AP Coordinator, ensuring alignment of AP course offerings and AP instructors with the AP Audit requirements; ordering AP exams in accordance with corresponding AP deadlines. Oversee student/parent communication for these exams and send billing lists to business office.
5. Duke Talent Identification Program (TIP) coordinator for 4-7th grade, identifying qualifying students based on the program guidelines and communicating with families the opportunities that are afforded with regard to college entrance exams.
6. Assist with the planning and the presentation of the Grammar and Upper School end-of-year awards assemblies.
7. Lead the implementation and reporting of the School Improvement Plan (SIP).
8. National Honor Society Staff Sponsor.

ACADEMIC OVERSIGHT

1. To play an active role with department heads in academic development and work with the Administration team to ensure goals are met that support the mission of the academy (Christ-centered, Biblical worldview, classical).
2. To assist with walk-through teacher observations.
3. To attend regular Academic Team meetings consisting of department heads and administration.
4. Work with Administrative team on school master class schedules.
5. To plan and organize strategies for keeping current with educational innovation, technology improvements, and in line with school's mission.
6. Evaluate yearly standardized tests and work as part of the Administrative team to build and maintain Providence Academy as the premiere college-preparatory school in the region.
7. Become proficient with RenWeb's (student information system) academic reporting features, especially the grade book, report cards, and transcripts.
8. Identify classical and University-Model™ School (UMS) instructional strategies that can be enhanced for both faculty and parents that support the academy's mission.
9. To search out other like-minded schools (including UMSI/NAUMS, classical, and leading college-preparatory/boarding schools) and develop partnerships to further all areas of academics for Providence Academy.
10. Provide leadership to ensure academic competitions remain effective toward incentivizing student motivation and achievement. Develop new academic competitions as needed.
11. Identify students, by running RenWeb reports and speaking with teachers and administrators, who are not in good academic standing, and work with parents and PCCA team members in providing guidance for addressing the academic deficits.
12. Promote high student motivation and academic achievement through the refinement of current academic award and recognition programs and through the implementation of new recognition and incentive offerings.

CURRICULUM

1. Provide leadership as part of the Administrative team for curriculum development and evaluation based on Christian Worldview, Classical principles and goals that support the overall goals of Providence Classical Christian Academy.
2. Monitor and evaluate quality and cost effectiveness of academic programs.
3. Improve the implementation of the adopted curriculum review cycle.
4. Appoint ad hoc committees and provide leadership for curricular studies.
5. Maintain and disseminate data from standardized test scores related to the CTP-4.
6. Assist in evaluating the effectiveness of instruction through, course evaluations by parents, course prospectus and syllabi, classroom visits, and evaluation reports.
7. Collect data from PCCA families regarding the amount of time students are spending on given subjects at home toward ensuring proper workloads.
8. Maintain the required and supplemental booklists with department head input, including the electronic booklist as well as the summer reading lists.

9. Ensure the development and maintenance of curriculum map documentation as well as the “Blue Sheets” (i.e. assignment sheets) for year-over-year use.
10. Ensure Blue Sheets are written professionally, are clear in language, offer adequate and accurate descriptions for assignments, and are appropriately pacing the adopted curriculum for the respective grade level.
11. Ensure Blue Sheets are in keeping with the Academic Guidelines. A Blue Sheet from every teacher should be reviewed at least once per quarter.
12. Train teachers on the implementation of curriculum and promote confident awareness of the goals, objectives, and assets of adopted curriculum.
13. Keep inventory of teacher textbook and e-book resources.
14. Give leadership to strategic planning in the academic area.
15. Update the NCAA course guide for the academy regularly, submitting course titles and course updates.
16. Work cooperatively with Administrative team in the management of AP & concurrent offerings.

LEADERSHIP

1. To provide Christ-centered, Biblically-directed, spiritual leadership to school faculty and staff.
2. To provide visionary leadership as part of the leadership team and to motivate others to unite in pursuit of the school’s mission and highly successful outcomes in keeping with the Providence Graduate Profile.
3. To meet regularly as part of the Administrative team regarding challenges to attaining the mission/vision of PCCA.
4. To develop procedures for smooth operations at the academy related to academics.
5. To oversee the formation of school policy related to academic endeavors.
6. To facilitate the new teacher mentoring program.
7. To plan and organize strategies for keeping current with educational innovation and improvement in line with school’s mission.
8. To complete reports to the academy’s accreditation bodies annually.
9. To contribute applicable areas annually to update the school profile document.
10. To serve on certification and accreditation teams at other UMS and/or classical Christian schools on occasion in order to booster like-minded ministries.
11. To capture and communicate student successes among PCCA stakeholders and in the broader community as is fitting.

FACULTY DEVELOPMENT

1. As part of the Administrative team, encourage professional growth of faculty.
2. Create a climate conducive to scholarly inquiry in an atmosphere committed to the mission of the academy.
3. Participate in teacher in-service meetings.
4. Participate in round table discussions with faculty to improve the overall academic performance of students and faculty by enhancing teaching techniques and curriculum.

5. Actively participate in college of faculty meetings, especially those meetings related to curriculum and instruction.
6. Work with teachers to ensure that Blue Sheets are posted in RenWeb in a timely fashion and are effective communication tools for families.
7. Work with building administrators to ensure grades are being posted accurately and in a reasonable time frame to provide feedback to students and parents.
8. Assist in leading standardized test score analysis (primarily CTP-4 from ERB) with the faculty for improved instruction at in-service or faculty meetings.
9. To assist with the establishment of department heads, as needed.
10. Participate in training faculty to complete curriculum maps, assignment sheets, and online grade book responsibilities.

BUDGET

1. Provides leadership to budget process in the academic area of the academy.

PARENT AND CONSTITUENT RELATIONS

1. To assist the President in planning and implementing strategies for organized parent input and involvement.
2. To plan and present at parent training sessions in order to better equip parents as co-teachers and mentors.
3. To coordinate with the Director of Admissions and ensure entrance exams adequately reflect the requirements to succeed at Providence Academy from an academic standard.

STUDENT RELATIONS

1. To ensure positive and productive spiritual and educational development of students.
2. To meet with students as needed to discuss their academic and behavioral progress.

REQUIRED PERSONAL QUALITIES

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.

6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Respectfully submits and is loyal to constituted authority.
12. Willing to notify the Principal of any policy he/she is unable to support.
13. Possesses a passion for the University-Model School mission/vision.
14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
15. Is a spiritual leader.
16. Has the ability to delegate and follow-up.
17. Is organized and multi-task oriented.
18. Possesses good people skills.
19. Has a servant's heart.
20. Is able to diffuse difficult situations.
21. Is a problem solver.
22. Respects confidentiality.
23. Possesses and demonstrates the fruits of the Spirit.
24. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
25. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
26. Is exemplary in praying for the school, staff, students, and families.
27. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
28. Submits to the President's and Board's authority.
29. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
30. Is able to communicate openly and honestly with the President and Board.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.