



The mission of Classical Preparatory School is to pursue academic excellence and character enrichment through rigorous, content-rich curriculum, imparting to our students the ability to excel and a desire to continuously pursue learning throughout their lives.

Assistant Upper School Academic Dean

POSITION SUMMARY:

The Assistant Upper School Academic Dean is a full-time position that supports the mission of the school by assisting the Headmaster and Upper School Academic Dean in the implementation of the school's education and instructional mission in grades 6-12. Duties will also concern the management and daily operation of the school. To effectively carry out the mission and vision of the school, the Dean may delegate certain aspects of school administration to the Assistant Upper School Academic Dean. As needed, the Upper School Academic Dean may assign such duties, or portions of such duties, to the Assistant Upper School Academic Dean. The Assistant Upper School Academic Dean should regularly check in with the Upper School Academic Dean as well as seek his or her counsel on any major decision or action. Although it is anticipated that the Assistant Upper School Academic Dean's duties will concern grades 6-12, he or she may at times serve additional grade levels or serve additional roles not previously expected.

MAJOR RESPONSIBILITIES:

- Initial Contact for Student Discipline grades 6-12 including busing.
- Initial Contact for Parent Concerns grades 6-12 including busing.
- Support Upper School Academic Dean, as appropriate, in order to observe in classrooms, complete evaluations and provide constant and ongoing feedback to Upper School faculty members.
- Support Dean with all aspects of 6-12 testing and analyze test score results; provide updates to Dean and Headmaster.
- Oversee Health care plans for applicable Upper School students along with Clinic Assistant.
- Manage lockers.
- Support Dean with all aspects of 6-12 testing and analyze test score results; provide updates to Dean and Headmaster.
- Complete/submit District/Administration paperwork as necessary; provide updates to Dean and Headmaster.
- Work with Upper School Academic Dean regarding 6-12 scheduling.
- Support Upper School faculty with coordination and implementation of Gradebook.
- Compile and file surveys that are required by the State and district.
- Provide technical support to staff and ensure computer and related equipment in the school is working properly; arrange for needed and preventative maintenance.
- Perform simple installations of computer software and hardware; maintain complete inventory of computers and related hardware.
- Provide timely resolution of computer problems by providing answers or referrals.

- Communicate and coordinate daily after care activities (i.e. meeting locations, student updates, etc.).
- Oversees administration, preparation, scheduling, and security of standardized testing in upper school.
- Other duties as required.

REPORTS TO:

Upper School Academic Dean

QUALIFICATIONS:

- Must have good interpersonal skills and familiarity with the school as an organization. Must work effectively with and collaborate with the Headmaster and Upper School Academic Dean.
- Is self-motivated and willing to serve.
- Ability to execute projects systematically.
- Good organizational and communication skills.

SCOPE OF INTERPERSONAL CONTACTS:

- Upper School Academic Dean
- Headmaster
- Staff
- Parents
- Students

Salary: DOE