



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.

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## **Lower School Academic Dean**

### **POSITION SUMMARY:**

The Lower School Academic Dean is a full-time position that supports the mission of the school by assisting the Headmaster in the implementation of the school's educational and instructional mission in grades K-5, primarily by supporting the faculty, student body, and parent community. Duties will also concern the management and daily operation of the school. To effectively carry out the mission and vision of the school, the Headmaster may delegate certain aspects of school administration to the Lower School Academic Dean. As needed, the Headmaster will assign such duties, or portions of such duties, to the Lower School Academic Dean. The Lower School Academic Dean should regularly check in with the Headmaster as well as seek his counsel on any major decision or action. Although it is anticipated that the Lower School Academic Dean's duties will concern grades K-5, he or she may at times serve additional grade levels or serve additional roles not previously expected.

### **MAJOR RESPONSIBILITIES:**

- Provide mentorship for Lower School staff with emphasis on new staff members.
- Observe in classrooms, complete evaluations and provide constant and ongoing feedback to Lower School faculty members.
- Work with Headmaster to align curriculum with the core standards of Classical Prep, recommend curriculum materials and implement ways in which subjects can be taught consistent with Classical Prep's philosophy.
- Build personal rapport with students so as to create a positive relational foundation and also to positively influence their character.
- Investigate and gather resources that aid in the implementation of teaching plans and provide ongoing staff training during implementation of new programs.
- Coordinate with Classical Prep Student Support Services and district staff on ESE requirements and individual student academic needs.
- Oversee Student Discipline in grades K-5 including busing; provide updates to Headmaster.
- Develop positive and constructive relationships with students, parents, teachers, other staff members, and the community.
- Communicate with parents; is available to hear their concerns and conference on any issues which may arise; scope includes grades K-5 and busing; provide updates to Headmaster.
- Oversee all K-5 testing.
- Oversee/Coordinate all K-5 scheduling with support from Assistant Dean.
- Coordinate teacher duty scheduling (car line, tutoring, clubs) with Assistant Dean.
- Lead/Organize Morning Assembly.

- Support Headmaster with planning/executing emergency procedures for Lower School.
- Work with administrative teams across campuses to select and coordinate field trips and class trips which are consistent with the mission and vision of the school.
- Work with Headmaster to create and implement comprehensive extracurricular activities program at Classical Prep for Lower School.
- Support with the staff hiring process (i.e. reads applications, participates in interviews, checks references, etc.).
- Support with district and state compliance, including the development of required plans.
- Work with Headmaster on completion of SACS accreditation tasks.
- Work with Headmaster and Upper School Academic Dean to implement professional development and staff training across both campuses.
- Serves as an event manager for selected co-curricular activities.
- Other duties as required.

**Support Staff:**

- Assistant Dean of Lower School
- F/T Receptionist/Clinic Assistant

**REPORTS TO:**

Headmaster

**QUALIFICATIONS:**

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

**SCOPE OF INTERPERSONAL CONTACTS:**

- Headmaster
- Staff
- Parents
- Students
- Pasco County School District Staff

**SUPERVISORY STRUCTURE**

Lower School Academic Dean will directly supervise and evaluate upper school teaching faculty, receptionist/clinic assistant, and Assistant Academic Dean.

**SALARY: DOE**