



**POSITION OPENING
DEAN OF ACADEMICS**

Chapelgate is seeking a Dean of Academics for the 2024-25 school year. The Dean reports directly to the Head of School and will serve as an administrator and as the academic leader of the school, responsible for the school's academic curriculum, providing support and leadership to faculty, and managing the processes by which instruction and activities are administered to all students.

QUALIFICATIONS

- Minimum of master's degree in education or related field from an accredited college or university
- Demonstrated leadership ability in working effectively with administration, faculty, parents, staff, and students
- Exceptional interpersonal and relational skills
- At least one year of demonstrated leadership experience in school setting
- Regular attending member of evangelical church and credible relationship with Jesus Christ

JOB DESCRIPTION

Academic Responsibilities

- Supervise master scheduling process
- Supervise CCA curriculum and approves all courses offered
- Assists HOS with school wide ACSI and Middle States accreditation processes
- Oversees academic and college portion of the school counseling program and ensures program reflects changing needs of student body
- Supervise ITLs and MAG Program
- Assist the HOS in providing leadership to the professional staff in determining objectives and identifying school needs as well as their own professional development as the basis for developing long and short-range plans for the school
- Along with AHOS, assists the HOS in the overall administration of the school and assumes leadership of the school in the absence of the HOS
- Coordinates Professional Development for faculty and staff to include Teacher Orientation and ACSI SBPD Plan
- Assists HOS with teacher observations and written evaluations
- Serve on Crisis Management Team, Senior Staff, and assist as administrator on duty for assigned school events.

Leadership Responsibilities

- Assists HOS in the development and establishment of the school's goals and objectives and plans the school's instructional program
- Promotes and maintains open communications, positive student attitudes, respects dignity and worth of staff and students and complies with established lines of authority.
- Creates and leads School Improvement Team and maintains and updates Continuous School Improvement Plan.
- Assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- Assists in the evaluation of the school program and of staff and initiates needed improvements.

Professional Development Responsibilities

- Assists HOS with development of PD for faculty and staff

- Acts to upgrade own professional knowledge and skills

This is a full-time, 12-month position. During the school year, hours are approximately 7:30am-4:30pm with the exception of special evening school events and activities such as HS Retreat, Back to School Night, Parent Advisory Committee (PAC) meetings, MS Retreats, Open House Nights, NHS Induction, Parent/Teacher Conferences, Christmas Concerts, Homecoming Games, School Play, Science Fair, Fine Arts Festival, Alumni Day, Baccalaureate, Graduation. Other events are shared duties with senior staff such as athletic events and school dances. Back to School Night, Parent Advisory Committee, Open House nights, NHS Induction, Parent/Teacher Conference days, Baccalaureate, Graduation, and other events as assigned: Programs (Christmas, Play, Fine Arts Festival) Alumni Day, athletic events and school dances.

BENEFITS

- Holidays: Labor Day, Columbus Day, Thanksgiving (3 days), Christmas holiday (dates dependent on school calendar), MLK Day, Presidents' Day, Easter Break (dates dependent on school calendar), Memorial Day, Juneteenth, 4th of July
- 3 weeks' vacation (not taken while school is in session)
- Up to 10 days of sick/safe leave per year
- Tax Shelter Annuity Plan with 6.5% employer contribution after vestment period.
- \$50,000 Life Insurance and Accidental Death paid by employer
- 80% employer subsidy for Health and Dental insurance
- Long term disability up to \$150,000 paid by employee

Completed applications are due by March 1, 2024 (please scan and email all items to mparham@chapelgateacademy.org) and consist of the following:

- Cover letter
- Resume
- Professional references
- CCA Application and signed Statement of Faith (external candidates)
- Submission of supplemental questions
 1. What is your leadership style?
 2. Please describe your experience and approach in building relationships with students and families.
 3. What do you think are the most important factors for promoting a positive school culture for students? For teachers?
 4. What is your vision for this position?