

Dean—Upper School (Building-Level Administrator)

Primary Functions

The Dean- Upper School (Grades 3-6) provides organizational and instructional leadership to the school's community of learners, staff and families. He/She is responsible for advancing student achievement and teacher performance, as well monitoring and managing student behavior and culture. Additionally, the Dean will serve as a member of the administrative team and will be responsible for completing teacher evaluations following Delaware Department of Education guidelines (DPAS II).

Qualifications

Master's degree (Educational Leadership and/or School Leader I certification)

At least three years of teaching experience, preferably at elementary or middle level

Demonstrated organizational, communication and interpersonal skills

Previous building- or district-level leadership experience preferred, ideally at elementary or middle level

Job Duties will include (but not limited to):

- Provide supervision of day-to-day operations of Upper School (Gr 3-6) building
- Establish and promote high expectations for all students, including those of diverse backgrounds and special needs
- Monitor curriculum and instruction and make recommendations to administration for areas of focus for schoolwide initiatives and professional development for Lower School faculty
- Enforce the school code of conduct, discipline, uniform, and attendance policies
- Establish rules, routines, and procedures that will support an exemplary school and student culture
- Conduct DPAS II teacher and specialist evaluations following all DOE guidelines
- Assist in the development of master schedule and student scheduling
- Attend after-school functions such as PTO meetings, student activities, and other events
- Develop and implement student activities around PBS, Responsive Classroom, Advisory, and Accelerated Reader initiatives
- All duties as deemed appropriate by the Headmaster

The Dean is a 12-month position.