

# HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

## **TITLE: HIGH SCHOOL ACADEMIC DEAN**

### **QUALIFICATIONS:**

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful administrative and/or supervisory experience preferred
3. Skilled in curriculum development, instructional design, instructional evaluation, staff development, and educational planning
4. Able to communicate effectively with a variety of lay and professional audiences

**SUPERVISES:** Certified and classified staff, students, instructional programs, and other duties as designated by the Building Principal

**REPORTS TO:** Building Principal

**JOB GOAL:** To assist the Building Principal in providing on-site administration and execution of the districts goals, school goals, educational programs, policies, regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment..

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists the Building Principal with devising, implementing, and articulating a strategic plan for achieving school goals as it relates to curriculum instruction
2. Assists the Building Principal in administering and submitting records, plans and reports as required by the district, State Department of Education, and federal guidelines
3. Assists the Principal in coordinating and developing the overall instructional activities and plans within the school in accordance with district administrative guidelines/expectations and state accreditation standards.
4. Supports and implements the district's instructional management plan and professional development plan
5. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
6. Coordinates the evaluation of instruction
7. Directs the the development and improvement of the curriculum
8. Develops and implements appropriate in-service training
9. Models, demonstrates, and assists faculty in the instructional process
10. Develops activities and strategies for improvement of instruction and student performance
11. Assists faculty in securing materials to support instruction
12. Works with faculty to identify, develop and implement strategies in interdisciplinary projects
13. Coordinates the development of assessment instruments and guidelines for appraising student achievement in all academic areas
14. Provides staff development to ensure understanding of and promote the educational objectives of the district/school, and plans and administers programs of professional development activities for instructional personnel

15. Observes teachers in their classrooms and offers insights for the enhancement of the learning environment
16. Meets, as determined by the Building Principal, and provide continuous updates, written when requested, of the instructional progress of both students and faculty
17. Maintains a curriculum library for staff use
18. Assist classroom teachers in modifying classes/programs to ensure compliance with Individual Educational Plans(IEPs), accommodations, and interventions
19. Serves as the ex officio of all of all instructional departments
20. Attends school and district meetings/trainings as assigned
21. Serves as a member of the campus leadership team as required by building principal
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually