

ACADEMIC DEAN JOB DESCRIPTION FOREST CHARTER SCHOOL

Minimum Qualifications:

Must hold a current California teaching credential

Summary of Position:

Under the direction of the Executive Director, the Academic Dean supports student achievement, school community and is part of the leadership team. The Academic Dean implements the policies of Forest Charter School; develops and maintains course catalog and AP offerings; facilitates department head meetings; builds schedule for learning center classes; enforces the FCS discipline policies; responsible for coordinating the WASC self-study process and aides in the writing of the WASC document; provides academic and student support.

Student Achievement/Academic

Curriculum and Instruction

- Meets with and screens academic vendors as needed (online vendors, etc.)
- Reviews and assists in approving new course offerings
- Works with college and career counselor to establish AP offerings year to year
- Researches and disseminates new instructional methods and opinions
- Works with administrative staff to update, manage, and produce course catalog

Department Chairs

- Coordinates and facilitates department head meetings and monitors department head projects
- Coordinates and facilitates department head meetings
- Works with director to provide support and structure to department and grade-level group meetings

Block Classes

- Works with director and assistant director to determine on-site class offerings
- Works with the assistant director, and the director to establish staffing for learning center classes
- Builds schedule for learning center classes with director and instructors
- Works with assistant director to conduct instructor training on gradebooks and general procedures

Teacher Support

- Works with instructors, staff, and STs to address Student Information System/gradebook issues and procedures
- Works with instructors to resolve student issues
- Meets with family members, students, instructors and STs to address student performance issues
- Performs classroom visits as well as visits to other resource centers
- Advises and guides STs in course, curriculum, and delivery options for students.

College and Career

- Works with college counselors to establish and supervise graduation packet process
- Works with college counselors to conduct grad packet screening process
- Helps establish transcript policies and procedures
- Works with STs to resolve transcript issues
- Coordinates and facilitates College and Career Center meetings
- Supervises course catalog entries and maintenance
- Works with college and career counselors to coordinate PSAT
- Works with college and career counselors to manage A to G submissions

Special Education

- Works with student services team and instructors to support IEP goals in the block classes
- Supports the SST process as needed
- Provides administrator support to IEP meetings as needed

School Community

Student Discipline

- Assists in conducting student discipline process
- Conducts high school review board meetings
- Assists in SARB process
- Responds to issues of student discipline and disruptions on campus and in surrounding neighborhoods

Student Events

- Assists with student academic, recreational and celebration activities at school
- Assists with all phases of graduation celebration
- Provides campus supervision as needed

Enrollment

- Conducts intake interviews with prospective students
- Meets with administrative team to perform intake and placement
- Conducts research with outside schools to follow up as needed
- Establishes dates and staffing for parent information nights (for prospective families)
- Assists in presentations at parent information nights
- Sets up and conducts visits to 8th grade programs in the Nevada City and Grass Valley area

Public Relations

- Participates in school and community events
- Acts as a spokesperson for Forest Charter School
- Represents Forest Charter School at school events, in the educational community
- Fields incoming inquiries about FCS programs

School Leadership

School Safety

- Works with the FCS administrative team, county agencies, local fire department, local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as well as respect for differences and diversity
- Participates in the development and implementation of the school wide safety plan
- Works with the Administration and staff in coordinating the school lockdown, fire drills and earthquake drills
- Participates in ongoing training to maintain overall school safety

Western Association of Schools and Colleges (WASC)

- Works with the director to coordinate WASC self-study process
- Works with the director to write WASC report
- Works with the director and business director to make WASC visiting team arrangements

School Wide Action Plan

- Helps develop and carry out short term and long term goals of school wide action plan
- Provides leadership for assigned action items
- Provides updates of progress on assigned action items to the Board of Directors

Staff Development

- Assists Director in planning staff development day activities
- Assists in execution of staff community building activities

Committees

- Attends Faculty Council, Charter Council and Staff Meetings/Trainings
- Helps coordinate staff meeting agendas with other administrators
- Attends and reports to Charter Council meetings

Communication

- Promotes trusting and supportive relationships with staff, students and parents
- Utilizes an effective leadership model to promote communication and collaborative decision making
- Maintains visibility and an “open door” policy with families and staff
- Sends all-call messages for school concerning test date reminders, snow days, activity reminders, important parent trainings, updates, etc.
- Contributes to the school newsletter as needed

Other Duties as Assigned

Physical Demands:

- Frequent: Sitting, Walking, Standing
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

Charter Council Approved: April 21, 2015