



Administration - Dean of Instruction and Students

Mission (Purpose and Function): This person is the delegated person who will assist the head of school administratively by leading the focus in our school's effort to support and encourage our K through 8th grade teachers in pursuing excellence in education and community relationships. This person will be working collaboratively with the Early Childhood Director on the areas below to ensure school-wide expectation.

Responsible to and evaluated by: Head of School

Responsibilities included but not limited to:

1. General
 - a. Create positive relationships with teachers and administrators.
 - b. Promote a healthy school community and build relationships .
 - c. Manage time and schedule flexibility to maximize teacher schedules and learning.
 - d. Work towards meeting identified school improvement goals.
 - e. Anything additional assigned by the Principal
2. Professional Development
 - a. Develop and deliver annual Professional Development plans, School Calendar, and weekly class schedule for all teachers in collaboration with the head of school.
 - b. Continuously research best practices in education and communicate with staff as valuable new ideas surface.
 - c. Facilitate the intellectual and professional development of teachers with a focus on improving student achievement.
 - d. Encourage ongoing professional growth for all teachers. Instructional Coach.
 - e. Provide individual and group professional learning that will expand and refine the understanding about researched-based effective instruction for teachers.
 - f. Provide personalized, 1:1 support based on the goals and identified needs of individual teachers.
 - g. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
3. Title Programs
 - a. WSCS participates in Title I, IIa, III, IV through a partnership with GRPS.
 - b. Meet with GRPS annually
 - c. File all paperwork needed to participate in Title programs, including Needs Assessment, Professional Development Plan, Pre-approval and Reimbursement forms, etc.
4. Teacher Mentor Program
 - a. Oversee the mentor program for teachers in their first three years of teaching
 - b. Meet with mentors throughout the school year to check progress on mentees
 - c. Annually review and revise mentor program, as needed, with collaboration with team leads and administration.
5. Teacher Evaluations
 - a. Create and implement a consistent teacher-observation/feedback routine aligned with the WSCS expectations.
 - b. Perform teacher evaluations in a manner consistent with the WSCS expectations and outlined policies.
 - c. Develop and maintain a confidential, collegial relationship with teachers.

- d. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
6. Assessment Data Analysis
 - a. Create reports for the school board, administration, and teachers.
 - b. Provide support in analyzing student assessment data.
 - c. Assist teachers with designing instructional decisions based on assessment data when requested.
 - d. Assist with development of district curriculum, instruction and assessments.
7. Discipline of Students
 - a. Provide support for classroom motivation and management strategies.
 - b. Follow up with students, parents, and staff on concerning student behavior.
 - c. Keep records of student discipline.
8. Child Study Groups
 - a. Schedule and attend child study groups with homeroom teacher, ESS staff, school counselor, and other teacher(s)- groups vary depending on the student's needs.
 - b. Make recommendations to the support team.
 - c. Follow up with the child study team and parents, as needed.
 - d. Keep proper documentation.

Qualifications:

- Masters in Education, Curriculum, or Administration
- Experience in teaching

Work Period: September 1 – August 31

Remuneration: Full-time position, salaried