



Academic Dean - Full Time (12 Months)

Summary and Scope of Role

The position is responsible for overseeing the planning, delivery, assessment and ongoing improvement of curriculum and directs appropriate professional development opportunities for faculty and administrators. This position reports directly to the Associate Head of School.

Responsibilities

School Culture and School Operations

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Conduct self in presence of students, parents, and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal "boundaries" in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role of faculty member.
- Effectively perform other duties assigned by the Head of School, Associate Head of School, and/or member of Leadership Team
- Support the school and its leadership
- Serve on school-wide and standing committees as needed

Curriculum

- To oversee the curriculum and to suggest recommendations for improvements.
- To assist teachers in matching appropriate assessment instruments to curriculum objectives.
- To assure uniformity in assessment, parent reporting, and academic standards.
- May lead department chairs
- To assist departments to develop standards appropriate for the school.
- To review all proposed changes to the curriculum and provide timely updates.
- Oversee, manage Atlas Rubicon and curriculum mapping

- To suggest methods for integrating instruction, cross-grade units, etc.
- To assist faculty in developing a uniform, detailed curriculum.
- To coordinate regular textbook and/or curriculum material reviews with department chairs on a regularly scheduled basis.
- To make recommendations to administration regarding problems or concerns relating to curriculum.
- To establish and maintain curriculum resource room for staff.
- To review the level of homework and student projects.
- To review academic balance throughout.
- To oversee school-wide the assessment program and testing assessment days.
- To oversee the professional development program for all faculty.
- To conduct regular workshops each year for faculty to keep faculty informed of current trends/research in curriculum and instruction.
- To serve as a resource for faculty, recommending workshops, speakers, programs, school observations, etc.
- To serve as the head of the professional development and coordination of professional development activities for Friday professional development sessions.
- To oversee training and support for student grades, assessments.
- Member of the SLT, Academic Team, One School and other committees as designated by the Head of School.

Qualifications, Education, and Skills

- Alignment with Marburn's Mission and Core Values
- High ethical standards, a sense of integrity, and respect for all of Marburn's constituents
- Strong interpersonal acuity and a proven ability to forge relationships with a large and diverse community of people
- Strong written and verbal communication skills
- Intelligence, critical thinking, focus, and creativity
- Proficient with Google Workspace, Microsoft Office, and email
- A bachelor's degree is required and advanced degree is preferred
- Minimum of five (5) years of relevant educational experience
- Teaching or administrative experience preferably in an independent school
- Have and maintain licensure as required by the Ohio Department of Education or State of Ohio
- Successfully pass a background check (FBI, BCI, Sex Offender)

Physical Requirement

- Ability to stand, traverse, and present in front of the students for extended periods of time two plus hours or more
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to participate in outdoor activities of the school as needed
- Ability to move, lift and position:
 - Regularly up to 10lbs
 - Frequently up to 11lbs-30lbs
 - Occasionally over 30lbs
 - Rarely up to 50lbs with assistance as required

Hours

- Monday-Thursday: 7:30am-3:30pm with the faculty member expected to be available, as needed, until 4:30pm for meetings with parents, teachers, administrators, or other duties.
- Fridays: 7:30am-4:30pm for Faculty Professional Development
- Occasionally, the faculty member will be required to participate in certain activities such as field trips, afternoon or evening events, and overnight or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Graduation, Voyageurs Trips, Middle Division DC Trip, Curriculum Night, Parent Conferences, Graduation, Discovery Nights, Dances, etc.).

Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.