

Escondido Union High School District Job Description

Job Title: Academic Dean
Employee Unit: Certificated Management
FLSA Status: Exempt
Salary Level: Range 28 206 days
Approved By: Governing Board
Approved Date: October 13, 2015

SUMMARY

Under the direction of the Site Administrator, the Academic Dean will be responsible for providing services to both staff and students in order to support academic success and positive school culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan, organize, coordinate, and participate in the development of the site academic and behavior intervention programs.

Use data to monitor and track identified intervention students in their progress toward academic success and completion of student success plans.

Attend professional development

Plan, conduct and participate in parent and student academic conferences

Collaborate with school leadership team, faculty, and staff.

Oversee and supervise school advisory program.

May supervise student activities

May directly supervise and evaluate employees.

The Academic Dean assigned to Del Lago Academy will perform the above duties and may perform some or all of the following:

Support and supervise teachers and staff in coordinating a wide variety of student internships.

Oversee the school culture and student involvement in the Associated Student Body program

Provide services for students and teachers in the school-to-career program.

Serve as school liaison to industry and university partners.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university is required; sufficient other training and experience in public education is desired.

Possession of a valid California Administrative Services credential.

KNOWLEDGE OF:

Knowledge of student support programs, interventions, school-based services, computer applications, including Microsoft Outlook, Word, Excel, PowerPoint, and district student information system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical activities associated with office work such as sitting, standing, walking, writing, working with computers and on the telephone, general school setting environment with exposure to a wide variety of students. A self-provided automobile will be necessary to travel between schools and to the district office.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must demonstrate the ability to perform a variety of specialized and professional services to students. The individual in this classification receives minimal supervision within a broad framework of policies and procedures. Must be able to provide encouragement, support, resources, and assistance to all students and staff within the program. Must be committed to meeting deadlines and accurately maintaining records as required by law. As a representative of the Escondido Union High School District, this individual must present a professional helpful, cooperative image at all times.