

# Green Woods Charter School

## Dean of Faculty and Students

### Summary

The Dean of Faculty and Students provides leadership, management, oversight and accountability of the academic program of Green Woods Charter School. Working directly with the instructional staff and the students, and in collaboration with the Special Education Coordinator, the Dean of Faculty and Students assists the CEO in overseeing the total school operation.

Working in collaboration with the CEO and all members of the internal and external GWCS Community, the Dean of Faculty and Students:

### Promotes a positive school culture focused on what is most beneficial to students.

- Reinforces excellence and holds students, teachers, and staff to high expectations.
- Promotes a safe and caring climate for learning.
- Promotes effective communication.
- Orients new parents, students, and staff to school programs, philosophy, organizational patterns, and policies and regulations.
- Facilitates and encourages collaborative decision making.
- Recognizes exemplary performance of teachers, students, and other school personnel.

### Creates an effective learning environment for students.

- Assures that appropriate curriculum and effective instruction are being delivered in each classroom.
- Reviews curriculum instructional plans and observes instruction.
- Works to identify and diagnose curriculum and instructional problems.
- Uses evidence to evaluate and improve the design, materials, and implementation of curriculum and instructional programs.
- Works with teachers to design positive learning experiences for students that align with GWCS EIC Curriculum goals.
- Develops short and long range curriculum and instructional program plans based upon assessed needs, and sets goals and objectives collaboratively with staff, parents, students and community members as appropriate.
- Helps to plan and develop an effective schedule and organization of classes to facilitate student learning.

- Coordinates the staff's identification of appropriate and adequate equipment, books, supplies and instructional resources to implement an effective educational program.

## Develops the social and emotional learning of students

Working in collaboration with the Guidance Counselor, Special Education Coordinator, CEO and all staff:

- Helps students develop a sense of self-worth.
- Provides for enrichment education for students through such activities as the Jr. SLT, leadership training, field trips, etc.
- Diagnoses and analyzes student needs and learning styles.
- Examines and improves school programs.
- Develops and implements guidelines for student conduct, and adherence to the school-wide positive behavior plan. Supervises students in order to maintain safe and orderly environment.

## Coordinates assessments and standardized testing

Working in collaboration with the Special Education Coordinator and all staff:

- Administers and coordinates testing programs in compliance with state and city testing regulations.
- Monitors student achievement through the ongoing review, analysis, reporting and sharing of internal and external data to ensure data-driven instruction

## Addresses differences in student cognition & achievement

- Works with the Special Education Coordinator to ensure the accommodation of students in appropriate educational settings.
- Participates in the assessment, planning, development, implementation, and modification of individual education plans for all special education students.

## Mobilizes the participation or employment of appropriate individuals to establish a positive learning environment for students.

Working in collaboration with the CEO, Guidance Counselor and all staff:

- Networks with parental groups, such as the HSC, and, when directed, with community groups, businesses, agencies, and organizations to accomplish school goals and objectives.

- Fosters educational efforts between parents and teachers.

### Ensures highly-qualified staff in all classrooms

- Establishing the recruiting, interviewing, hiring process, and provides orientation for teachers and other school personnel.
- Hires substitute teachers and ensures all classrooms have sufficient coverage at all times
- Counsels, guides, and evaluates the job performance of all academic school personnel.

### Improves the quality of the learning environment by strengthening the knowledge and skills of the school staff through coaching and mentoring

- Encourages personal and professional growth and leadership among the staff.
- Works in collaboration and provides oversight to SCEE in meeting curriculum and instruction goals of our EIC Curriculum
- Provides leadership in assessing the need for designing, selecting, and promoting environmentally-focused project-based learning.
- Identifies, coordinates and provides staff development activities.
- Assists teachers in their professional improvement efforts in fulfillment of their duties.
- Facilitates and participates in professional improvement activities and in-service training programs.
- Models best practices in the classroom.
- Acts to upgrade own professional knowledge and skills.

### Develops a shared strategic vision for the improvement of teaching and learning.

Working in collaboration with CEO, all staff, parents, community:

- Facilitates in the development and articulation of a shared school-wide strategy for growth.
- Ensures continuous renewal of curriculum and instructional policies and methods.
- Provides leadership and direction in the installation of new programs, and reviews and evaluates new program guides with appropriate personnel.
- Pursues and encourages the development of innovative curriculum and instructional programs.

Assists the CEO in overseeing the total school operation, including administrative, academic, fiscal, and personnel functions, as well as responsibility for facilities.

- Obtains broad-based input for fiscal analyses and decision-making.
- Offers support in the development of the budget and the annual operating expenditure plan based on program plans, curriculum and instructional needs, priorities, building repair and maintenance, capital improvements and the replacement and purchase of equipment and instructional materials.
- Provides support in applying for and/or writing Federal grants.
- Provides support in the preparation of administrative reports and other materials as required or appropriate.
- Attends local, state and community meetings and workshops as appropriate.
- Administers all PDE and local rules and regulations, and applicable rules and regulations of other governmental agencies.
- Preparing and delivering reports to the Board of Trustees
- Establishes and administers standard operational procedures and practices consistent with the provisions of the Department of Education and PA School Code.
- Assesses teaching competencies and classroom management, conducts evaluations in accordance with contractual requirements.
- Manages and supervises the wise use of personnel resources as designated by the CEO
- Provides leadership in the event of school crisis and/or civil disobedience as designated by the CEO.
- Performs other related responsibilities as required, or assigned by the CEO.

Qualifications and experience required

- PA Supervisor C&I, and/or PA Principal K-12 certification
- A minimum of 5 years of successful classroom teaching experience in a K-8 setting preferred; teaching in a full-inclusive setting a plus
- A minimum of 2 years of successful experience as a coach/mentor or teacher leader position in a K-8 setting preferred
- Proven ability to motivate and support educators in a K-8 setting
- Proven knowledge and experience analyzing data and using data-driven instruction to drive curriculum goals
- In-depth understanding of PA Academic Standards and Assessment Anchors
- Understanding and support of hands-on, project-based learning in the outdoor environment
- Proven ability to design and implement professional development workshops for teachers

- Proven ability to organize student leadership and enrichment opportunities
- Proven familiarity with local, state, federal guidelines and mandates governing regular education and special education in the K-8 setting.
- Experience administering the PSSA and other standardized tests in the K-8 setting
- Experience administering curriculum-based assessments in Reading and Math
- Excellent communication skills

**Salary: \$60,000**

**Start Date: July 1, 2010**