



Teaching • Understanding • Serving • Developing

Date: 2015-2016

Range: BB

Classification: Management/Confidential

Job Description

Dean – Tehachapi Independent Learning Academy

DEFINITION

Under the direction of the Chief Administrator of Instruction and Technology the Dean of Tehachapi Institute for Independent Learning will oversee and coordinate all aspects of the District's independent study program. The Dean will assist the Chief Administrator in the selection of curriculum for independent study and prepare and implement a promotion plan for the program.

EXAMPLES OF DUTIES –*Not all inclusive*

- Proactively creates and develops positive relationships with all members of the school community (students, teachers, families).
- Conducts registration and scheduling for each semester, making necessary individual schedule adjustments.
- Assist in the development of curriculum and oversees implementation.
- Develops curriculum maps to address the social, emotional, and academic needs of students based on short-term and long-term learning targets derived from the schools code of character and habits of scholarship.
- Supervise the consistent and fair administration and tracking of student conduct and the tracking of student character data.
- Updates cumulate records as needed, assumes basic responsibility for grade cards, honor roll, and data processing.
- Oversee school assessment schedules and procedures, and ensure timely and transparent dissemination and analysis of testing data.
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework, and events.
- Participates in all professional development activities.
- Develop appropriate training materials for school personnel.
- Facilitates communication and coordination among instructional staff for the purpose of meeting curriculum guidelines and ensuring that state mandates are achieved.
- Collaborate with members of administrative team to support student achievement through embedding technology in teaching and learning.
- Supports and monitors student testing and achievement.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals and best practices of instruction, curriculum, professional development, and assessment.
- Experience and knowledge of Information systems and educational technology.
- Communications including marketing and promotions.

EDUCATION / EXPERIENCE

- Valid K-12 California Teaching Credential.
- Five years of classroom teaching experience.
- Hold, or be in the process of obtaining a California Administrative Credential.
- Bachelor's or Master's Degree in Communications preferred.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Ability to see for the purposes of reviewing curriculum, reports, and assessments.

TERMS OF EMPLOYMENT

- 200 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.