



## **SABA Academy Seeking a Qualified Dean of Academics**

### **QUALIFICATIONS:**

1. Degree in curriculum and instruction, education or related field from an accredited university
2. Teaching credential (certification)
3. Computer proficiency
4. Classroom teaching experience in the USA
5. Supervision/mentoring experience preferably in an educational setting
6. Strong oral and written communication skills
7. Good teamwork skills

### **DUTIES & RESPONSIBILITIES:**

- Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties
- Engages staff in intensive data analysis and results planning
- Implements and supports the goals determined by the schools' School Improvement Plan.
- Works collaboratively with other administrators to integrate educational initiatives and resources
- Assists in program implementation and curriculum development
- Assists school in developing and implementing School Improvement Plans designed to meet schools' student achievement needs
- Assists school in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment
- Models a variety of instructional strategies designed to be rigorous and mirror assessment
- Assists in identifying professional development needs and developing long-range professional development plans
- Coaches and models research based instructional strategies
- Mentors new teachers
- Establishes a professional rapport with students and with staff that earns their respect.

- Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Performs other duties as assigned

**APPLICATION PROCESS:**

- **Applicants may send resumes and cover letters to [hr@sabaacademy.org](mailto:hr@sabaacademy.org). In the subject line, please indicate that you are applying for the Dean of Academics job opening in SABA Academy. The position is open until filled.**