

# **Dean of Academic Life Job Description**



**St. Paul Catholic High School  
Bristol, CT**

### Administrative Responsibilities

- Manage the school in the absence of the president.
- Attend all school board meetings.
- Chair the meetings of the academic department heads.
- Manage the allocation of Title IIA, III, IVA funds.
- Plan and participate in Academic Awards Night and coordinate meetings to decide the recipients of college book awards and memorial and community scholarships.
- Oversee student service hour requirement.
- Track students who have excessive absences.
- Oversee class coverage for teacher absences including procuring building substitutes.
- Prepare mid-term and final exam schedules.
- Review and edit student and faculty/staff handbook in consultation with the administrative team.
- Lead the recruitment and hiring of instructional personnel.
- Supervision of Dining Hall during lunch waves.
- Assist with student disciplinary matters as needed.

### Academic Responsibilities

- Serve as the academic leader of the school.
- Oversee teacher professional learning communities.
- Prepare quarterly report cards and interim progress reports.
- Review and coordinate the annual publication of the St. Paul Curriculum Guide.
- Supervise the regular review and revision of curriculum outlines.
- Review on a yearly basis each teacher's course expectations and course policies.
- Collaborate with department heads in the development of new curricular programs.
- Work with department heads in textbook selection and coordinate textbook adoption with St. Paul's online textbook partner.
- Plan for professional development for teachers.
- Plan and supervise Summer Academic Academy.
- Plan and coordinate the St. Paul Summer Learning Experience.

### Student Support Responsibilities

- Collaborate with guidance department to support students in academic and social/emotional difficulty.
- Supervise the process for supporting incoming students on an Individualized Catholic Education Plan (ICEP) or Section 504 Plan or IEP including writing a specific ICEP for the student while they are at St. Paul.
- Coordinate and support the annual PPT process and triennial review process with Bristol Special Services.

### Supervision Responsibilities

- Plan and lead St. Paul's New Teacher Orientation each August.
- Supervise new teacher mentor/mentee program.
- Supervise and review each teacher's yearly goals.
- Review teacher lesson plans and gradebooks.
- Observe teachers on both a formal and informal basis.
- Perform summative evaluations for all teaching staff.
- Supervise the guidance department including summative evaluations for all counselors.

### Admissions Responsibilities

- Attend all open houses, financial aid workshops, new student registration evenings.
- Review new student applications and participate in/lead necessary interviews with prospective students.
- Make academic leveling recommendations for incoming students.
- Assist with the registration process of new students.