



# COVENANT

CHRISTIAN ACADEMY

## Upper School Dean Job Description

The Upper School Dean serves as the administrative leader for 7<sup>th</sup>-12<sup>th</sup> grades who will be responsible to impart Covenant's vision of classical, Christian education to students, faculty, and parents. The US Dean will oversee faculty growth and accountability and implement Covenant's policies and procedures so as to maintain an orderly and joyful Upper School.

### Accountability

The Upper School Dean is considered a member of Covenant's Administrative team and will report directly to the Head of School for accountability, direction, and needs assessment.

### Qualifications

- Bachelor's degree, with a Master's degree preferred (or equivalent experience)
- Experience in a liberal arts-focused program with emphasis on the integration of a biblical worldview (experience in an ACCS school preferred)
- Knowledge of and passion for classical, Christian education and the shepherding of older students toward intellectual and biblical maturity
- Classical teaching experience is preferred
- A firm commitment to a Reformed, transformational worldview as expressed in Covenant's statement of faith for employees
- Excellent written and verbal communication skills and computer competency
- Must not be a new Christian and must be actively involved in an evangelical church
- Slow to anger, poised under pressure, quick to admit fault, and self-controlled at all times
- A consistent Christian testimony and lifestyle worthy of the gospel and of being imitated by faculty and students alike

### Responsibilities

- **General School Leadership**
  - Demonstrate excellent leadership to Upper School faculty through speech, conduct, and habits of hard work, timeliness, and attentiveness. School year workday is usually 7:00 AM to 4:00 PM, with the understanding that this may increase during certain high demand times (beginning of year, end of Trimester, Annual Meeting, etc.) Adhere to summer and break schedule as determined by Head of School
  - Serve on Administrative Leadership Team and help lead the school toward excellence in all areas



# COVENANT

CHRISTIAN ACADEMY

- Exhibit servant leadership alongside teammates to help run important school events that serve the school community or promote the school to others (Back to School Night, Annual Meeting, Banquet, Admissions events, etc.)
  - Model biblical worldview thinking and a Christ-like attitude that exhibits a redemptive approach in interactions with others
  - Assist the Head of School in the recruiting, interviewing, orienting, and training of new faculty and staff
  - Assist in the recruiting of new families and the advancement of Covenant's strategic interests by participating in recruiting and development activities organized by the Directors of Admissions and Development
  - Enforce the guidelines and policies in Covenant's Parent-Student Handbook and collaborate with other members of the senior leadership to shape school wide culture, procedures, policies, and initiatives
  - Be present and ready to serve at all major school-wide events (concerts, banquet, back to school night, etc.)
  - Articulate and model Covenant's mission and values to faculty, students, and families
  - Other duties as assigned by Head of School
- **Upper School Culture**
    - Assess the day-to-day activities of the Upper School, both in and out of the classrooms, for alignment with the school mission
    - Be regularly visible and present to Upper School students and faculty throughout the school day, particularly at times of arrival and departure
    - Evaluate all school day and extra-curricular activities for their alignment with Covenant's mission and values and impact on Covenant culture. Meet regularly with Head of School to provide assessment of school culture and identify areas that should be improved
    - Graciously communicate and enforce school policies with a goal of maintaining a joyful and orderly environment in the Upper School
    - Lead or be present in daily rhythm of Upper School life and organize and lead periodic special assemblies and events that strengthen Covenant's mission and goals
    - Be attentive to the orderliness and décor of Upper School hallway and classrooms ensuring their orderliness and beauty
    - Assist teachers to establish beautiful classroom environments and to engage students with the fine arts in appealing and age-appropriate ways
    - Oversee the Upper School House System and meet regularly with House Leadership
    - Set Upper School schedule and calendar, in collaboration with GS Dean and other administrators, to ensure a smooth daily schedule and calendar



# COVENANT

CHRISTIAN ACADEMY

- **Faculty Support, Encouragement, and Accountability**
  - Hold teachers accountable to the guidelines and policies in the Covenant Parent-Student Handbook and the Faculty & Staff Handbook
  - Plan and lead Upper School faculty meetings and participate in the planning and leading of all-staff meetings
  - Regularly evaluate classes and assist faculty in identifying and solving problems
  - Review and evaluate lesson plans and ensure that teachers are fulfilling the duties of an excellent teacher
  - Maintain a schedule of one-on-one meetings with faculty
  - Conduct ‘informal’ and ‘formal’ evaluations of Upper School faculty
  - Set annual professional development goals for faculty members in the Upper School
  - Provide teacher discipline when needed, bringing more serious matters to the Head of School for consultation and assistance
  - Instill and maintain a culture of faculty growth in the philosophy of classical, Christian education and a love of learning
  - Oversee planning and implementation of major Upper School events and activities such as Upper School Retreat, Seminar Week, Day of Service, Winter Ball, etc.
  
- **Academic and Curricular Oversight**
  - Evaluate Upper School curriculum with a view of maintaining high academic standards, biblical fidelity, and spiritual growth, recommending changes to the Head of School (or Academic Dean)
  - Evaluate and approve curricular and classroom expenditures in accordance with budgetary constraints
  - Ensure that class lists, schedules, and duty lists, etc. are created and maintained
  - Recruit teachers for electives and specials, ensuring that elective offerings are communicated to students at least two weeks prior to a new trimester
  - Oversee student support and manage relationships with the Intermediate Unity and local school districts as pertain the Upper School
  - Ensure that academic standards, eligibility, and promotion guidelines are maintained
  - Oversee and evaluate standardized tests and other assessments that quantify Covenant’s academic performance from year to year
  - Provide guidance and oversight to Covenant’s College and Career counselor
  - Evaluate and approve Upper School field trips



# COVENANT

CHRISTIAN ACADEMY

- **Parent Partnership and Student Discipline**
  - Enthusiastically promote Covenant’s classical education both internally to current families and externally to prospective families and community members
  - Assist in the evaluation of admission students and families and help to implement structures that will help newly admitted students catch up to classroom standards
  - Send periodic communications to the Upper School to draw families further into Covenant’s culture and to convey biblical wisdom about student growth
  - Administer discipline to students in accordance with Covenant policy and in line with a biblical desire for the discipleship and growth of students. More serious matters should be discussed with the Head of School.
  - Ensure that godly habits of communication and confrontation are followed in the Upper School by insisting that concerns are first brought to the person(s) involved before being addressed higher up
  - Appropriately confront behavior and speech that is detrimental to school culture among students, faculty, and parents
  - Monitor “shepherding emails” from teachers and assist in the gracious communication of standards to families and students
  - Build strong relationships with parents through timely communication and by embracing conflict to achieve biblical peace. Respond to parent concerns in a prompt, patient, and informed manner
  - Seek input and feedback from parents about their experience at Covenant to help evaluate how we are achieving our mission and goals

Rev. 4/20/22