



## Grammar School Dean Job Description

The Grammar School Dean serves as the administrative leader for Pre-K – 6<sup>th</sup> grades and imparts Covenant's vision of classical, Christian education to students, faculty, and parents by overseeing faculty growth and accountability and by implementing policies and procedures that maintain an orderly and joyful grammar school in accordance with the school's mission and academic standards.

### Accountability

The Grammar School Dean is 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
- Knowledge and passion for classical education and the shepherding of children's hearts toward Christian maturity
- Classroom teaching experience, preferably in a classical, Christian school
- A firm commitment to a Reformed worldview as expressed in our employee statement of faith
- 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 Grammar School faculty through speech, conduct, and habits of hard work, timeliness, and attentiveness. School year workday is usually 7:15 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.)
  - Serve on Administrative Leadership Team to help lead the school toward excellence
  - 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 Grammar School faculty
- Assist in the recruiting of new families to Covenant by participating in strategic recruiting events organized by the Admissions Director
- 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 events
- Adhere to the summer schedule set by the Head of School
- **Grammar School Culture**
  - Assess the day-to-day activities of the Grammar School, both in and out of the classrooms, for alignment with Covenant's mission and values
  - Be regularly visible and present to Grammar School students and faculty throughout the school day, particularly at times of arrival and departure
  - Meet regularly with the Head of School to discuss Grammar School culture and academics
  - Graciously communicate and enforce school policies that maintain a joyful and orderly environment in the Grammar School
  - Lead (or delegate) morning assembly and special events and activities within the Grammar School that help to instill Covenant's mission and goals
  - Evaluate Grammar School policy and procedures and make recommendations to the Head of School when appropriate
  - Set Grammar School schedule and calendar, in collaboration with US Dean and other administrators, to ensure a smooth daily schedule and calendar
- **Faculty support, encouragement, and accountability**
  - Assist teachers to establish beautiful classrooms and to engage students with the fine arts in appealing and age-appropriate ways
  - Enforce the guidelines and policies in the Covenant Parent-Student Handbook and the Faculty & Staff Handbook
  - Plan and lead Grammar School faculty meetings; Participate in the planning and leading of all-staff meetings, especially as pertains to Grammar School issues
  - Set and maintain a schedule of weekly or bi-weekly meetings with Grammar School faculty
  - Regularly visit and evaluate Grammar School classes and assist faculty in identifying and solving problems
  - Evaluate lesson plans and ensure that teachers are fulfilling the duties of an excellent teacher
  - Develop class lists, teacher assignments, schedules, duties, etc.



- Conduct 'informal' and 'formal' evaluations of Grammar School faculty and staff
- Instill and maintain a culture of faculty growth in the principles of classical, Christian education
- Set annual professional development goals for each faculty member in the Grammar School
- **Academic and Curricular Oversight**
  - Evaluate and approve curriculum and approve curricular and classroom expenditures in accordance with budgetary constraints
  - Evaluate Grammar School curriculum with a view of maintaining high academic standards and spiritual growth, recommend changes to the Head of School (or Academic Dean).
  - Oversee student support and manage relationships with Intermediate Unit and local school districts
  - Ensure that academic standards and promotion guidelines are maintained
  - Oversee and evaluate standardized tests and other assessments that quantify Covenant's academic performance from year to year
  - Oversee the selection and approval of Grammar School field trips
- **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 and admission of new students and families and help to implement structures that will help newly admitted students catch up to classroom standards
  - Administer discipline to students in accordance with Covenant policy and in line with a biblical desire for the discipleship and growth of students
  - Partner with parents in the shepherding of students, always with a view to the student's maturity and growth in the Lord
  - 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
  - Seek input and feedback from parents about their experience at Covenant to help evaluate how we are achieving our mission and goals