



Hancock Day School Position Profile

POSITION TITLE: Academic Dean and Lower School Division Head
DATE MODIFIED: April 2024
FLSA CLASSIFICATION: Exempt
REPORTS TO: Head of School

POSITION OBJECTIVE: Oversee the school's academic program and advance curriculum and instructional practices in line with our mission and strategic priorities.

Provide vision, support, and accountability for the faculty, students, and parents of the primary and lower school divisions while managing and overseeing the division's daily operations.

Qualifications and Skills

- Bachelor's degree in education or a related field required; Master's degree highly preferred
- School administrative experience (senior-level preferred)
- At least five years teaching experience
- Experience working with various age/grade levels
- Proven competence in leading curriculum and instruction initiatives

Personal Characteristics:

- Personal integrity and strong character
- Adaptable, persistent, and proactive
- Sets and manages high standards for self and others
- Excellent written and verbal communication skills
- Skill and experience in developing and mentoring colleagues
- Approachable, accessible, and visible

Essential Functions:

General Responsibilities

- Model the mission and values of Hancock Day School.
- Develop and cultivate a developmentally responsive learning environment.
- Serve as divisional liaison and representative to parents and guardians. Communicate with families on issues related to the school's programs.
- Collaborate with the leadership team to develop, implement, and manage divisional priorities aligned with institutional goals.
- Weekend and evening events/functions required.

Curriculum & Instruction

- Lead and monitor the institution's academic program. Serve as the instructional leader of the school. Establish and advance the school's instructional goals and priorities.
- Strive to retain qualified faculty and lead the faculty hiring process.
- Develop relevant processes and products for curriculum articulation, review, and revision.
 - Serve as the lead communicator for the school's academic and co-curricular programs.
- Define instructional excellence at Hancock; design, implement, and manage related feedback practices.
- Research and recommend curricular products and resources that advance the school's mission and support the academic program.
- Actively promote faculty professional growth, conduct regular classroom observations, and provide formal faculty evaluations annually.
- Supervise and evaluate divisional faculty and staff with a dual focus on support and accountability.
- Oversee textbook and supply orders for the school.
- Oversee faculty and staff professional development aligned with curriculum and instructional priorities.

Administrative

- Lead and monitor the division's daily operations, including staffing, student attendance, and school safety.
- Lead, supervise, and evaluate the Instructional Support Team (Counselor, Learning Coach, and Instructional Coach).
- Collaborate with fellow division head and head of school on emergency procedures.
- Gain fluency with SIS/LMS software and serve as an SIS/LMS resource for faculty and staff.
- Create a divisional master schedule for faculty and students; review and approve individual student schedules.
- Oversee, update, and develop the division's "signature programs."
 - Approve or modify proposed field trips and special activities
- Oversee divisional discipline; ensure a safe and orderly learning environment.
- Oversee co-curricular and homeroom programming to ensure promotion and alignment with Hancock Day School's mission and values.
- Play an active role in the admissions process for new students.
- Monitor the division's budget and allocate available resources to support Hancock Day School's mission.
- Conduct regular team meetings and assist with the planning of full faculty meetings.
- Support at-risk students and develop action plans for student improvement in collaboration with the Instructional Support Team.
- Other duties and responsibilities as assigned by the head of school.

Working Environment:

- Work hours: 7:45 am - 3:45 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with Pre-Kindergarten – Grade 8 students. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.