

Academic Dean

This leadership position exists to oversee, encourage, and serve the K-12 faculty of Knox Classical Academy and to uphold the stated philosophy of education through curriculum management. The primary concerns of this role are effective teaching and learning.

The position reports to the Knox Classical Academy Board of Education and, for now, is part-time with 3 days on campus.

The ideal candidate is an experienced teacher with knowledge of and passion for classical content and classical methodology.

The Academic Dean serves as the Chair of the Education Council. The ideal candidate will work with the Ed Council to prioritize the responsibilities below and identify tasks that may be delegated to subcommittees.

The job responsibilities are as follows:

- Team Oversight
 - Provide Christ-centered discipleship and leadership to faculty.
 - Motivate faculty to uphold school's mission and vision.
 - Provide accountability and authority for faculty.
 - Identify areas for professional development among faculty.

- Academic Oversight
 - Lead in classroom management and logistics.
 - Provide timely feedback on lesson plans.
 - Provide guidance on and review annual mapping of faculty.
 - Facilitate regular faculty in-person meetings with the goals of communication, support, problem-solving, and cohort building.
 - Procure, review, and implement training methods in classical techniques and pedagogy in line with philosophy statements.
 - Observe teachers in the classroom, giving helpful feedback and annual performance reviews. Provide improvement plans when necessary.
 - Assess for and ensure proper placement of students in classrooms. Oversee new student academic assessments.
 - Work with teachers to identify students who are not progressing and provide support as needed, to include interventions.
 - Identify instructional strategies that align with our curriculum and will strengthen at-home learning, solidifying the parent-teacher partnership.
 - Plan and oversee Parent Teacher Conferences.
 - Elaborate and enhance academic skill and knowledge objectives.

- Curriculum Oversight
 - Refine and develop curriculum to meet the stated goals of the education philosophy documents of Knox Classical Academy.
 - Evaluate the effectiveness of instruction from chosen curricula.
 - Map yearly curriculum guide and choose and procure books, texts as part of annual curriculum planning.
 - Consult on usefulness of a scope and sequence.

Qualifications

- Personal and demonstrated faith in Jesus Christ.
- Assent to Knox Classical Academy Statement of Faith.
- Christian role model in word and deed.
- Active member of Bible-believing and gospel-proclaiming church.
- Passion for classical education.
- Problem solver.
- Thought leader.
- Willing to be visible and engaged on campus to make a difference in life of teachers and students.
- Exemplary in written and oral communication.
- Organized.
- Multi-task oriented.
- Dynamic leader.

For questions or to submit an application please email cover letter and resume to Ben Eastburn at Benjamin.d.eastburn@gmail.com.