

ABHS Dean of Instruction

The Dean of Instruction is responsible for leading a school learning environment with outstanding curriculum, teaching, and academic supports in order to maximize student academic success within ABHS's mission of college and career readiness and civic engagement. The Dean of Instruction strives to create a vibrant and results-driven faculty culture, instilling direction, coherence, and a sense of purpose for curriculum and instruction grounded in collaboration and accountability. The Dean also works closely with the Principal/Director and the Dean of Students to address larger school needs. The Dean is also responsible for school accountability and reporting to the Public Education Department with a specific focus on student performance, teacher observation and evaluation and student assessment.

230 Day Contract, reports directly to the Executive Director/Principal.

- Level 2A License required, 3A Licensure preferred; 3B License or Teacher Evaluation Rating of Highly Effective or above required
- Familiarity with state guidelines pertaining to: 1) Educator Effectiveness and NMTEACH Teacher Observation and Evaluation, and 2) student, and school evaluation and graduation requirements
- Experience with teacher mentoring and school – level teacher evaluation
- Middle and high school administrative & teaching experience
- Experience with Facing History, diverse populations, inclusion, and service learning
- Experience with compiling and analyzing data to drive program growth
- Experience with organizational structures

Supervises: Instructional Leaders, Teaching Staff

May teach 1-2 classes, elective, or advisory

State and Charter Reporting Documentation

1. Serve as the point person for instructional mandates from state and dissemination to school leadership, faculty and staff.
2. Create, oversee the implementation of, monitor, and report on the school's EPSS Plan and academic charter goals. (Including PED Site Visits and School Rechartering.)
3. Develop and monitor school's programs such as: Title 1, Title II, ELL, Deaf- Ed etc.
4. Oversee state reporting & charter goals documentation pertinent to instructional program, student performance, and academic interventions.
5. Support the Executive Director/Principal through Board participation.
6. Work with Executive Director/Principal to oversee budget items that affect FTEs, Title 1, Special Education, professional development, and instructional materials.

Assessment and Data (these data headers are repeated in other job areas)

1. Monitor and disseminate to critical stakeholders cohort academic performance vis-a-vis high school exit benchmarks (SBA, PARCC, EOCs), diagnostics (WAPT and ACCESS) and college readiness indicators (ACT, ACT Aspire and Accuplacer).
2. Create, oversee the implementation of, monitor, and report on the school's EPSS Plan and academic charter goals.

3. Utilize thoughtful data analysis to evaluate the effectiveness of the academic intervention programs and frame steps for refinement
4. Analyze, compile, and communicate student performance data to key stakeholders, identifying areas of success and need; use data to set PD priorities.
5. Managing student graduation requirements data bases, reviewing documentation, coordinating and implementing computer testing sessions.

Student Academic Support

1. Design and implement learning extension and intervention programs including Saturday School, Summer School and Credit Recovery with support of Instructional Leaders, Dean of Students, and Executive Director/Principal.
2. Support the Student Support Team in their efforts to ensure positive youth development, self-advocacy and leadership growth in every ABHS student.
3. Collaborate with the Dean of Students to design and implement the school's academic support and enrichment program (F&G Blocks).
4. Collaborate with Grade Level teams and Special Education Director to facilitate the RTI (Response to Intervention) process.

Teacher Observation and Evaluation

1. Cultivate a school culture and focus on classroom instructional practice.
2. Frame and execute the NMTEACH observation and evaluation process.
3. Generate documentation to be reviewed for the purpose of rehiring, firing, or remediation of teachers to the Executive Director/Principal.
4. Compile teacher observation data (student surveys and performance data) to inform instructional goals (PDPs and PD Agendas).

Teacher Support and Mentoring

1. Collect and analyze pertinent data in the interest of modifying teaching and/or institutional practices in order to improve student outcomes.
2. Lead the school's faculty mentoring program. Orient and support newly hired instructors
3. In partnership with Instructional Leaders and Executive Director/Principal, identify and support the resolution of teaching, advising, and collaboration challenges and underperformance.
4. Observe, coach, and supervise instructors in conjunction with Instructional Leaders.
5. Attend to recognition of instructors and staff wellness.
6. Acutely mindful of teacher motivation and attentiveness to teachers needs in order to maximize positive adult/student relationships and growth.

Professional Development

1. Together with the Instructional Leaders and in consultation with ED, Dean and other key stakeholders, plan, schedule, and facilitate quarterly Professional Development Weeks dedicated to improving student outcomes and nurturing faculty as a "community of learners."
2. Support Instructional Leaders and Director of Special Education in organizing content team PD.
3. Oversee and monitor teacher licensure status, level advancement and PDPs.
4. Work with the Executive Director/Principal to maintain ABHS as a home for reflective instructional practice and professional growth. Support the school to be a place to disseminate the work of the school to external audiences (Student Exhibitions, Open House, Orientation, Family Night).

5. Facilitate weekly faculty meetings.

Hiring

1. Ongoing collaboration with the Executive Director/Principal to ensure effective recruitment and retention of competent teachers and staff.
2. Organize search committees for faculty positions, manage hiring process and communicate recommendations to Executive Director/Principal.

Scheduling and Coordination

1. Creation of the master teaching schedule in collaboration with IST and incorporating feedback from the Special Education Director to be reviewed by Executive Director/Principal.
2. In collaboration with the Dean of Students, coordinate and communicate processes and timelines to all appropriate parties for seamless implementation of school wide initiatives such as testing, classes (including F & G classes), family meetings and PD sessions.
3. Collaborate with Dean of Students and Director/Principal to implement events like Open house, Math Night, New Student Orientation, etc.
4. Support putting on public exhibitions of work, both student and faculty.

Curriculum Planning and Documentation

1. Ensure proper and archived documentation of content courses, i.e., UbDs, etc.
2. Work with the Director of Sp. Education and IST to ensure best practices regarding differentiation and other instructional supports.
3. Make needed changes to curriculum documentation within charter.
4. Update content area curriculum guide for transcripts, webpage, and school profile.
5. Supporting the school's communication plan through announcing and celebrating academic events.