

## Academic Dean

The academic dean is responsible for implementing ASF curricula for grade levels within the division. The dean drafts and implements curricular and developmental policies, procedures and programs that further promote an environment of academic excellence within a positive community that meets the personal and developmental needs of students. The responsibilities also include the coordination of a specific aspect of the IB (PYP, MYP, diploma) and/or AP programs, depending on the division. This position requires balancing democratic and decisive modes of leadership while being able to identify when and what combination of the two is appropriate.

The Academic Dean's leadership is essential in setting the academic "tone" of the division. This position assumes a highly visible role as mentor, guide and "standard-bearer" for the division's academically effective goals while also fulfilling the school's overall mission and vision.

This position serves as key support, providing curricular guidance to new teachers. The Academic Dean, in conjunction with the Head of School, will typically assign new teachers an academic mentor and monitor the relationship, while also ensuring that the grade level/subject coordinators or department heads provide guidance to incoming teachers.

The Academic Dean reports directly to the Head of School and works closely with the leadership team to ensure a high performing, academically rigorous, student-centered school. The Academic Dean shall be responsible for planning, position appointments and budgetary recommendations, but final decisions rest with the Head. There are other responsibilities that may be assigned by the Head, as they become necessary.

The Academic Dean serves as the Head of School in the Head's Absence.

### Education and Certification Requirements:

- Master's degree from a recognized U.S. or equivalent college/university.
- Valid administrative credential or 18 graduate credit hours in Educational Administration and supervision.
- Bilingual, English and Spanish.

### Required Qualifications:

- Three-years successful teaching experience in the same level/school.
- Experience as a teacher leader or administrator.
- Experience in American and international curricula.
- Training and experience in PYP/MYP/IB Diploma/AP, as appropriate for assigned level.

### Essential Duties:

- Oversee the implementation and delivery of the curriculum and assessments.
- Provides advice and support to teachers based on observations and student performance data.

**The American School Foundation, A.C.**  
Bondojito 215. Col. Las Américas. México D.F. 01120.  
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## The American School Foundation®

*Educating global citizens for a changing world*

- Coordinate academic program(s) of the division.
  - Ensure, under the direction of the Head, that students are engaged in an education founded on the mission and vision of The American School Foundation.
  - Create academic operational policies that ensure high standards and best practices.
  - Collaboratively responsible for the production of the Division Educators' Manual as well as communicating these policies and procedures, often helping teachers interpret them.
  - Work with administrators of other divisions in the school to ensure that there is a cohesive K-12 curriculum in place in all disciplines; is responsible for the division's portion of the curriculum portal and/or mapping application.
  - Guide teachers to embrace the school's academic vision through research-based best practices.
  - Works closely with teacher teams to develop vertical cohesion and horizontal congruence, guided by the head of school.
  - Examine the quality of teaching and building a positive sense of community among faculty.
  - Support teachers through a myriad of professional development opportunities such as mentoring, observation, peer-observation, etc. in continually honing their teaching skills.
  - Work closely with the Head of division to use the teacher evaluation system. As part of this effort, s/he collaboratively oversees the professional development opportunities in the division.
  - Participate in planning and delivering the professional development activities.
  - Oversee standardized testing and general data collection for the division, providing information to individual teachers and teaching teams/departments that can be analyzed and used to plan for improved instruction, including common assessments.
  - Provide all necessary division information for evaluation and accreditation visits.
  - Work closely with the other deans, grade level/subject coordinators, or department heads, counselors and teachers to re-envision, recreate, and execute the wellness (Social Skills, Caring School Community, Advocacy, Advisory) programs that support and further holistic child development, emphasizing on the part(s) of the program that address academic success, study skills, wellbeing, etc. Such programs incorporate developmentally appropriate learning experiences focused on values, clarifications, ethics, decision-making, health and wellness, and community and social responsibility; however, the academic dean does not coordinate communication with teams of parents and faculty regarding individual student progress.
- The activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Abide by ASF's Child Protection Code of Conduct which holds leadership to a higher standard as employees may bring cases of suspected child abuse to leadership directly, by-passing the counselor. Managers have a responsibility to implement, enforce, promote, monitor and evaluate child safeguarding and the school's policies with their teams and departments.

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The Executive Director reserves the right to apply directly to the writers of open letters of recommendation, and to a candidate's prior professional contacts, for confidential statements. In the case of a "soft search" by a candidate, all care will be taken to maintain discretion with the candidate's current institution until the finalist stage.

### **Application Procedure:**

Interested and qualified candidates must submit an ASF employment application through the link (<http://solutions.asf.edu.mx/application/>) and:

- Detailed Up-to-date resume or CV.
- Transcripts (unofficial copies are acceptable at time of application) from all degree-granting programs attended.
- A detailed list of reference with up-to-date contact information.
- A one-page statement of personal educational philosophy and vision.
- Candidates will be interviewed by a select group of administrators, teachers, students and parents. ASF reserves the right to extend an offer to the right candidate at any stage, even prior to the application deadline.

Please attach files electronically while completing your application and select Academic Dean position. Finalists for the position may be invited to visit the School prior to a final selection of an Academic Dean who will begin service in July 2019.

**Supervises:** Teachers and others assigned.

**Reports to and is evaluated by:** Head of School. Shall be evaluated annually according to procedures established by school policy.