



# Job Description: Lower School Dean of Faculty

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Position Title	Department	Reports to
Lower School Dean of Faculty	Lower School	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 14, 2017

## **OVERVIEW OF WOODLAND SCHOOL**

Located just west of Stanford University, Woodland is an independent day school that offers a balanced approach to learning in a diverse and inclusive environment for approximately 300 students in early childhood through 8th-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-driven projects, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. They work to ensure that students become active and curious learners – and are both local and global citizens fully prepared for future endeavors and challenges.

Woodland School’s faculty embodies the values of academic excellence, a diverse and authentic community, and strong character building. We focus on character building because it takes both strength of mind and heart to live with integrity, to find one’s passions, and to create meaningful change in the world.

Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by introducing them to the latest knowledge and best practice in pedagogy, curriculum development, educational technology, and student assessment.

## **POSITION OVERVIEW**

The Lower School Dean of Faculty reports to the Head of School. S/he is charged to act as the academic and operational leader of the lower school and is responsible for its day-to-day operation. The Lower School Dean of Faculty has comprehensive responsibilities as described below.

## **POSITION SPECIFICS**

1. To maintain congruency between the school’s board-approved mission statement and all activities of that division.
2. To act as the educational leader of the school division, responsible for its day-to-day operation; to direct the activities of the members of the school instructional and,
3. To function as the chief articulator of that division’s programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
4. To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.

5. To lead the Academic Policies/Curriculum Committee in the articulation of the school mission, school goals, department goals, course objectives, materials, methods and means of assessment.
6. To provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale.
7. To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs.
8. To oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees.
9. To ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of CA and by those agencies that examine and accredit the school.
10. To make recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty;
11. To establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
12. To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
13. To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
14. To oversee the coordination of the co-curricular and extra-curricular activity programs of the school; to assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the entire school community informed of various school programs and activities.
15. To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
16. To be responsible for establishing guidelines for proper student conduct and dress; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules; to maintain accurate records of student attendance and citizenship.
17. To be a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the head of school informed of the general programs, activities, and problems of the school.
18. To prepare a master school class schedule and to assign teachers and students to classes and other obligations.
19. To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
20. To assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
21. To perform other duties as assigned by the Head of School.
22. To support the school and its leadership.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

We seek a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about teaching and have a love for the arts as well as middle school students.

- Bachelor's degree, a teaching certificate or credential or equivalent professional experience which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills are required.

- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
- Invests in the life of the school by participating in the advisory program, social and emotional learning, weekly department meetings and multidisciplinary team meetings, anti-bias training, and any and all aspects that support the student experience.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

### **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*

[www.woodland-school.org](http://www.woodland-school.org)