



## **Academic Learning Specialist and Lower School Dean**

Reports To: Head of School

### **Duties/Responsibilities:**

- Maintain documentation and accommodations requests.
- Keep current on best practices in academic support, learning differences, differentiated instruction, and related resources.
- Coordinate in-house standardized tests- ERB.
- Analyze testing data with academic leadership team to inform decisions.
- Conduct student observations to evaluate instructional needs and academic progress.
- Partner with classroom teachers and support faculty to write measurable learning goals and objectives, implement student academic plans, and monitor student progress.
- Communicate and collaborate regularly with faculty members, students, and families regarding student interventions, accommodations, learning needs, and academic growth.
- Counsel with parents and teachers in a proactive manner concerning academics, social issues, and discipline.
- Develop team approach in all areas of the lower school.
- Act as the educational leader of the school division, responsible for its day-to-day operation; direct the activities of the members of the school instructional staff in the performance of their duties.
- Review and edit communication going out of school from lower school division.
- Conduct parent education meetings.
- Maintain congruency between the school's mission statement and all activities of that division.
- Ensure compliance with legal requirements of our association; maintain the educational standards established by those agencies that examine and accredit the school.
- Conduct regular meetings with faculty which will deal with both routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Be responsible for establishing guidelines for proper student conduct and dress; maintain student discipline consistent with school policies; maintain accurate records of student attendance and citizenship.

- Be a viable presence in all areas of the school; work toward a resolution of all problems - both routine and unique - as they arise; keep the Head of School informed of the general program, activities, and problems.
- Perform other duties as assigned by the Head of School.

**General Qualifications:**

- Evidence understanding of and a commitment to the distinctive qualities of an independent school education and the mission of Salisbury Academy.
- Possess a degree in teaching, guidance, reading, educational leadership (master's degree preferred).
- Minimum of 3 years of experience.
- Evidence strong organizational, communication, interpersonal and technological skills.