

PURPOSE OF POSITION

The Dean of Instruction is the instructional leader and manages the everyday operations of the entire academic program. The Dean of Instruction works with all stakeholders to identify goals for the school and helps achieve those goal. The Dean must have not only a passion for education, but the strength to be a leader during tough times. Navajo Preparatory School is an International Baccalaureate Diploma Programme (IB) School. Knowledge of the IB curriculum is required.

QUALIFICATIONS AND REQUIREMENTS

- Required: New Mexico Administrative Secondary Licensure; MA Degree in Educational Leadership or School Administration.
- Knowledge and commitment to implementing the International Baccalaureate Diploma Programme.
- At least three years teaching experience at the secondary level with a predominately Native American student population, preferred.
- Three years experience in curriculum and instruction or department head, preferred.
- Understanding of secondary school education in a college preparatory boarding school setting.
- Good management experience including ability to interpret policy, procedures, and use of data for school improvement.
- Strong skills in organizational management, communication, interpersonal and public relations.
- Good skills in oral and written communication; good human relation skills.
- Ability to make difficult decisions while under stress with composure, tact, and dignity.
- Possess a leadership style that is open, inquisitive, supportive, and with understanding of the Navajo culture and values.
- Knowledge of Every student Succeed Act (ESSA), Supplemental Federal Programs, State Educational Standards and Navajo Education Policies.
- Ability to speak Navajo, preferred.

Navajo/Indian preference:

Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Tribal membership, who meet the minimum qualifications for employment in this position as set forth below.

CLASSIFICATION & TERM OF EMPLOYMENT

Exempt: Licensed Professional Contract - Salaried position for 260 days.

SUPERVISOR

Head of School

RESPONSIBILITIES AND DUTIES

Instructional Management:

1. Provides leadership for curriculum and instruction to promote the School's mission and goals.
2. Provides leadership and support to implement the International Baccalaureate Diploma Programme.
3. Promotes the success of all students by facilitating the development, articulation, implementation and stewardship of learning that is shared by the NPS learning community.
4. Communicate and promote high-level performance expectations to staff and students and recognize excellence and achievement; establish and maintain an effective learning climate in the school.

NAVAJO PREPARATORY SCHOOL, INC.

POSITION DESCRIPTION

Title: DEAN OF INSTRUCTION

Created on 04/04/14

Revised: 02/21/2017

Page 2 of 3

5. Promotes the success of all students by supporting and addressing the cultural and language needs of students.
6. Promotes the success of all students by supporting and addressing the needs of students with disabilities.
7. Serves as the instructional leader in the development, revisions and evaluation of the instructional program that meet student needs.
8. Initiates, designs, and implements new programs to meet specific needs of the school.
9. Facilitate the horizontal and vertical articulation of curriculum within the school and development of curriculum mapping.
10. Oversees the school's State mandated testing requirements, including the assessment of results with staff for data analysis and school improvement.
11. Provides leadership in setting a common vision for school improvement with staff; direct planning activities to maintain the school improvement process.
12. Use data and research findings to measure student success and apply appropriate methods and strategies to promote school improvement, i.e., best practices.
13. Monitors educational performance through first-hand contact with teachers, students and parents.
14. Supports athletics programs and student extracurricular activities.

Personnel Management:

15. Observe employee performance, record observations, and conduct evaluation conferences with staff.
16. Confer with teachers and staff members regarding their professional growth and development to accomplish improvement goals.
17. Develops staff competence to the highest possible extent consistent with talents and resources available.
18. Interview, select, and provide orientation for new staff members in the academic department.
19. Make recommendations to the Head of School on employment issues including disciplinary, termination, suspension, non-renewal and renewal of contracts.
20. Ensure the effective and quick resolution of conflicts in accordance with School Policy.
21. Ability to get along with others, while leading and guiding others towards the stated goals.
22. Ability to communicate complex issues that effects personnel in a positive manner.

School/Organization Morale:

23. Establishes and maintains a constructive, healthy, informative relationship between the school and its community, including parents.
24. Promotes the success of the educational community in an ethical manner with integrity and fairness.
25. Attends special events to recognize student achievement, school sponsored activities, and athletic events.
26. Provide instructional resources and materials to support the teaching staff in accomplishing instructional goals.
27. Foster collegiality and team building among staff members and encourage their active involvement in the decision-making process.
28. Provide ongoing communication with the Heads of School, Board, Staff, Students, Parents, and Community.
29. Evaluates and counsels staff members in the department regarding their individual and group performance.
30. Assumes responsibility for his/her own professional growth and development, such as membership and participation in professional organizations, attendance at regional, state, and national meetings, and enrollment in advanced courses.

Management of Fiscal, Administrative, and Facilities Functions

- 31. Interprets and enforces school policies.
- 32. Submits an annual budget request for the academic program and monitors expenditures of funds in accordance with program guidelines.
- 33. Oversee the management of student records; ensure compliance with reporting requirements including student count and Native American Student Information System (NASIS).
- 34. Oversees and implements goals for the supplemental federal programs to ensure compliance with Tribal, State and Federal mandates.
- 35. Conducts periodic staff meetings to maintain good communication to achieve school goals.
- 36. Assists with planning and supervision of fire drills.
- 37. Serves as key member of the Critical Incident Response Team for the emergency preparedness program.
- 38. Works with the Support Services Supervisor to ensure a clean, orderly, and safe campus.
- 39. Performs other duties as assigned by the Head of School from time to time.

Student Management

- 40. Works with the residential program and discipline officer to maintain a student discipline management system that results in positive student behavior and enhances the school climate.
- 41. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student/Parent Handbook.
- 42. Conduct conferences with students, parents, and teachers toward each individual student development.
- 43. Serve on the Mental Health-Student Assistance Team (MH-SAT) and helps facilitate MH-SAT meetings and write correspondences and reports
- 44. Oversee student services for academic counseling, freshman/sophomore academies, junior/senior seminars, San Juan College articulation courses, scheduling and other services and activities for students.

EVALUATION

Will be evaluated in accordance with the Navajo Preparatory School Board, Inc. policies and procedures.

Employee

Date

Executive Director

Date