



POSITION SUMMARY

Secondary Dean of Academics - High School (Grades 10 to 12)

Updated July 2025

Position Overview

1. Under the direction of the Secondary Director of Education and Formation, the Secondary Dean of Academics High School is responsible for the intellectual and human formation of students in Grades 10 to 12.
2. The Secondary Dean of Academics High School is responsible for establishing an environment in which students achieve standards of academic excellence, reaching the heights of their intellectual potential:
 - a. Acquiring an orderly knowledge of the different subjects in their area of responsibility through the teaching-learning process.
 - b. Developing strong intellectual skills and habits, including memorization, concentration, reasoning, analysis, synthesis, reflection, observation, study, reading, responsibility, and order.
3. The Secondary Dean of Academics High School achieves their responsibility by:
 - a. Building a strong faculty, one that is capable and committed to integrally forming their students and achieving academic excellence.
 - b. Offering a solid and challenging academic program.
4. The Secondary Dean of Academics High School must execute their duties aware that they are above all an apostle of Christ, and determine through their witness of faith, example of their life, and professional dedication to fulfill the mission entrusted to them within the school.

Reporting Structure

1. The Secondary Dean of Academics High School reports to the Secondary Director of Education and Formation.
2. The Secondary Dean of Academics High School works collaboratively with the Secondary Director of Education and Formation, the Secondary Dean of Academics Junior High, the Secondary Dean of Students, the Formation Director, and the Formation Instructors.
3. The Secondary Dean of Academics High School is a member of the Leadership Team, Directive Team and the Admissions Team.

Specific Responsibilities

1. The specific responsibilities of the Secondary Dean of Academics High School include, but are not limited to, the following:
 - a. Conducting regular informal and formal teacher observations.
 - b. Conducting biweekly One on One teacher meetings.
 - c. Assisting in the process of hiring faculty and academic support staff.
 - d. Supervising faculty.
 - e. Implementing an effective program of performance management and professional development for faculty and staff.
 - f. Assisting the Secondary Director of Education and Formation to build a strong secondary faculty capable and committed to integrally forming students and achieving academic excellence.
 - g. Assisting the Secondary Director of Education and Formation in the integration of faculty to the mission of the school and in building a strong culture of charity and teamwork.
 - h. Coordinates the High School AP programing.
 - i. Coordinates the student services for IPP's and ELL's.
 - j. Evaluating and recommending improvements related to curriculum and instruction (resources, furnishings, equipment).
 - k. Assisting in the development of the school calendar, timetable and class schedules.
 - l. Monitoring the implementation of curriculum and use of approved resources/programs.
 - m. Ensuring teachers are implementing effective teaching methods, assessment and evaluation tools, differentiation, and providing appropriate homework and quality assignments.
 - n. Monitoring student performance, ensuring that students acquire orderly knowledge of the different subjects and appropriate intellectual habits.
 - o. Organizing and promoting participation in an appropriate selection of extra-curricular activities and clubs to support the intellectual formation of students.
 - p. Organizing and promoting participation in academic events, contests, and competitions throughout the year.
 - q. Recommending recipients for awards.
 - r. Reporting regularly and communicating effectively with the Secondary Director of Education and Formation on the status of programs, faculty, and students.
 - s. Participation in information evenings, parent-teacher interviews, and other events.
 - t. Communicating regularly with the Secondary Director of Education and Formation regarding any parent concerns and assisting in parent formation and evangelization.
 - u. Ensuring an ordered and formative environment including orderly classroom, proper storage of materials, furnishing and equipment for teachers, attractive bulletin boards, décor in school and for assemblies and academic functions.
 - v. Providing recommendations to admit, retain, or not-readmit students.
 - w. Supporting and promoting the spiritual life at the school.
 - x. Contributing to overall student satisfaction with the school academic program.
 - y. Providing support, guidance, and coaching to teachers.
 - z. Reviewing and editing report cards and communications from teachers.

aa. Other responsibilities as assigned by the Secondary Director of Education and Formation.