BROOKS SCHOOL
POSITION DESCRIPTION

Position Title: Dean of Teaching and Learning
Classification: Exempt/Faculty
Position Type: Full time
Expected hours of work: 40 hours per week, 12 month position
Benefits Eligible: Yes
Reports to: Associate Head of Faculty Affairs
Date: March 23, 2021

SUMMARY DESCRIPTION:

The Dean of Teaching and Learning (DTL) is responsible for enthusiastically embracing and advancing the school’s mission as well as leading and supporting a dedicated, thoughtful faculty. The DTL will be responsible for the direction, development, implementation and coordination of academic program and faculty professional development, training, and evaluation. The DTL will work closely with the Associate Head of School for Faculty Affairs, Dean of Academic Affairs, department chairs, academic support specialists, the Director of the Learning Center to help the school realize its mission, philosophy and vision through the academic programs.

The DTL will be charged with the leadership and management of faculty recruitment and development, with the goal of promoting and supporting a uniformly excellent and diverse faculty grounded in best practices, and maintaining a workplace that supports and promotes outstanding and innovative teaching.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

- In partnership with Associate Head of Faculty Affairs and Dean of Academic Affairs oversee curriculum to ensure alignment with the mission of Brooks School, pedagogical consistency, and a commitment to 21st-century skills.
• Assist in the development and implementation of the Competency Based Education initiative.
• Oversee departmental curricular review, improvement and mapping. Review proposed major changes to the curriculum in coordinating with the Dean of Academic Affairs.
• Oversee faculty evaluation process in partnership with Dean of Academic Affairs and Department Chairs to support faculty growth and excellence.
• Coordinate a successful professional development program to ensure professional growth for all faculty, including hosting sessions on key topics and identifying appropriate workshops, speakers, and programs.
• In support of the Associate Head of Faculty Affairs, participate in the hiring process.
• Create and implement a mentor program for new faculty; oversee new employee orientation and continued support throughout the school year.
• Ensure excellence and consistency in assessment, homework expectations and parent reporting across divisions.
• Provide support to faculty in integrating academic technology/subscriptions in the classroom (Goformative, Albert.io etc) to best meet teaching and learning goals.
• Assist the Learning Center Director, to ensure that pedagogical practices ensure the needs of all learners are being met.
• Manage the Cummings Foundation grant or similar grants that support teaching and learning.
• Assist in forwarding the school’s commitment to diversity and cultural competence.
• Teach a minimum of one class and additional sections within their teaching discipline as needed, coach one season, and serve a member of a dorm team.
• Complete other duties as assigned by the Head of School.

COMPETENCIES:

• The candidate will be current with educational research, trends and best practices for Grade 9-12 teaching and learning and will have a deep understanding of differentiated instruction, curriculum development, and educational technology to enhance teaching and learning goals.
• The candidate will have experience in implementing project-based learning and interdisciplinary projects and infusing innovation into the curriculum.
• The candidate must be an excellent listener who can synthesize disparate points of view into a coherent, well-organized narrative.
• Have the ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions.
• Be a self-reflective educator who is optimistic and models a growth mindset.

EDUCATION:
● The ideal candidate will have a master’s degree and at least seven years of relevant teaching and/or administrative experience with proven effectiveness in leading educational change.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds.

**TRAVEL:** none required

**EEO STATEMENT:** Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Dean of Teaching and Learning will be required to follow any other instructions and to perform any other related duties as assigned by the Associate Head of Academic Affairs or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.*

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Employee Acknowledgment                                        Supervisor Acknowledgement