



ASSOCIATE DEAN OF MIDDLE SCHOOL (Grade 7 & 8) - 40 to 60 %
TEACHING - 40 to 60% (2 to 3 Classes)

The percentage of teaching and administration in this position is subject to change based on student numbers and teaching requirements.

Ideal qualifications

- Masters degree in an appropriate field
- Successful educational administrative experience
- Successful international teaching experience
- Boarding school experience
- Strong technology skills and experience managing Google Platform for education
- Excellent organization and strong communication skills
- Genuine desire to advise and support student academic progress

Reports to:

- For the responsibility of Associate Dean of Middle School: Dean of Academics
- For student & residential life responsibilities: Dean of Students

Goals and Objectives

- Teach and model the LAS Mission Statement - *Developing innovative, compassionate, responsible citizens of the world* - and LAS Learner Profile in and out of the classroom.
- Lead student learning which is accessible to multiple linguistic levels and learning styles, promotes reflection and academic honesty and encourages student responsibility for learning.
- Organize safe and engaging classroom, dormitory, and activity environments that promote student-centred individualized learning, internationalism and mutual respect, and high academic and personal standards.
- Collaboratively plan course and program delivery based on school learning outcomes, educational policies, and a holistic view of student learning.
- Model positive approaches to learning through displaying cultural sensitivity, maintaining collegial relationships, and participating in processes for reflective professional development.

Professional Responsibilities (*from sections 3, 4, 5 of the Faculty Handbook*)

Academic Affairs

- With the Dean of Academics develop, encourage and control the implementation of academic excellence in course offering, teaching classroom work, review and monitoring.
- With the Dean of Academics, assist in recruiting, screening, hiring, assigning and evaluating the Middle School academic staff.
- With the Dean of Academics, assist in directing professional development programs for the Middle School academic staff.
- With the Dean of Academics and the Dean of Students, assist in the running of New Faculty Orientation and Full Faculty Orientation in August.
- Work with the Dean of Academics in filling unexpected openings over the summer months.
- Work with the Dean of Academics and the Senior Academic Team to oversee



curriculum development and review as directed by Department Heads.

- Work with the Dean of Academics and the Dean of Students in updating the LAS Student Handbook on a yearly basis.

Student Support

- Work as the point of first academic contact for all Middle School students, assisting them with course scheduling, progress tracking, strategies for success, and other academic matters.
- Create academic contracts/interventions at defined intervals for students with academic/conduct needs, and communicate with students, parents, dorm staff, admissions, and faculty on the status of contracts.
- With the Dean of Academics and the Savoy Learning Support Specialist ensure that students with special educational needs receive proper support.
- Serve as an intermediary between students, parents, and teachers as necessary.
- With the Dean of Academics address academic honesty as a core school goal and objective.
- Foster a culture of academic positivity and celebration of student success.

Administrative

- Coordinate new and returning Middle School student orientation, testing, registration and course placement in August and mid-term orientation in January.
- Assist in annually updating the Student Handbook.
- Organize final semester examinations or finals week if there are no written final examinations.
- Serve on the Students of Concern Committee, the Senior Academic Team and the Academic Team.
- Fulfill other professional duties as outlined in the Faculty Handbook.
- Assist in special projects or other duties as assigned by the Dean of Academics.

Residential and Student Life

- Serve a full residential duty rotation as an administrator on call, dormitory supervisor, campus rover, or other assigned role.
- Act as Faculty Family "parent" through organized activities and regularly scheduled meetings to monitor the academic and social adjustment of assigned "children" (students).
- Participate in the Cultural Trip program as specified by the Faculty Handbook.