

## **JOB DESCRIPTION**

Title:	<b>Dean of Instruction</b>
Supervision by:	Headmaster
Supervision Exercised:	Director of Special Programs; Head Librarian; Director of Media Services; Information Technology Instructional Coordinator; Computer Department; Community Service Coordinator; Registrar's Office/Staff; Secretary
Job Summary:	Encourage, support and train teachers with the implementation of instructional strategies. Design, implement, integrate and evaluate technology related mechanisms, services and programs. Organize, supervise and evaluate personnel in areas assigned. Organize and work with the Dean of the Upper School, Dean of Lower School and the Director of Special Programs to coordinate the design, implementation and evaluation of the curriculum, K-12.
Duties and Responsibilities:	<p><b>Operations:</b> Plan, organize and supervise daily activities in the Special Programs Office, Registrar's Office, computer department, Upper School library and media services. Work with teachers to implement effective instructional strategies that make best use of technology. Support the integration of service learning, applied studies and other instructional strategies in the curricular and co-curricular programs to augment class activities and enrich student experiences. Visit classes. Process immigration forms. Review, plan and upgrade website design and functionality.</p> <p><b>Curriculum:</b> Organize and work with the Dean of the Upper School, Dean of the Lower School and the Director of Special Programs to coordinate the design, implementation and evaluation of the curriculum, K-12.</p> <p><b>Assessment:</b> Administer the standardized testing program and coordinate other assessment tools intended to evaluate the effectiveness of teaching and learning strategies. Coordinate accreditation activities associated with the Western Association of Schools and Colleges and the Hawaii Association of Independent Schools.</p>

**Hiring:** Screen, interview and advise the Headmaster on new hires for departments supervised.

**Teacher Development:** Coordinate all teacher development activities, including guest speakers, institute days, in-house training sessions and other activities intended to enhance the knowledge and skills of teachers and staff members. Organize, implement and evaluate the School Based Initiatives Grant (SBIG) program and chair selection committee.

Principal Contacts: Headmaster, Dean of Upper School, Dean of Lower School, Director of Special Programs, Department Heads, staff, teachers, parents and students.

Competency Requirements: Administrative and management skills; teaching and curriculum development; technology, verbal and written communication skills.

Education and Experience: Master's Degree minimum; experience in teaching, curriculum, technology, personnel and public relations.