



HIGH SCHOOL ACADEMIC DEAN

Liberty Common High School (LCHS) is seeking a full-time Academic Dean beginning summer 2018. The Academic Dean is an assistant-principal-level position. LCHS is a Poudre School District charter school dedicated to Core Knowledge principles and college-preparatory instruction. The school currently enrolls over 520 students in the 7th through 12th grade.

The Academic Dean will oversee all aspects of each LCHS student's educational career, from new student enrollment, to annual registration (grades 7-12) to college admission, and will direct the necessary resources throughout. The Academic Dean supervises and leads multiple student-focused departments, and ensures that each student receives access to a rigorous college preparatory education. The Academic Dean is expected to know students by name and to support them in their needs throughout their tenure at LCHS.

The Academic Dean reports to the High School Principal, and will work with a team of administrators across two locations. This is a salaried year-round position with benefits available. Salaried positions include multiple holidays and paid time off.

Key Job Responsibilities

- Supervise and evaluate the Registrar, College Planning Team, and Academic Support Team (AST).
- Administrative oversight for AST, including the multi-tiered system of support and special education services.
- Perform all functions of new student enrollment, including file reviews, meetings, and assessments.
- Assist all students (7-12) with registration, course selection, and ensuring all students have the proper courses for graduation and college entrance – communicating with students and families as needed.
- Oversee continued development of the curriculum guide, course catalogue, and registration process.
- Meet with teachers and parents regarding students' academic performance as needed.
- Oversee administration of school-based testing and assessments such as SAT, PSAT, ACT, CMAS, NWEA, and AP Exams.
- Write requested letters of recommendation for students pursuing higher education or employment.
- Function as the Advanced Placement Program Coordinator, maintain College Board requirements.
- Act as crisis intervention and social/emotional liaison, as needed.
- Help supervise students before school, at lunch, and at events that may occur outside of regular hours.
- Coordinate select events, including Graduation and the Legion of XIII ceremony.
- Work with the Principal on any requested areas, including, but not limited to: curriculum issues, district and state reporting, and data assessment.
- Advise the Principal on ways to enhance the current systems and maintain school culture as the school grows and advances.
- Coordinate with the Assistant Principal in needed areas, including assessment data analysis and creating the master schedule.
- Work with the administrative team to set and meet goals for LCHS, and with the administration and Board of Directors towards the betterment of both schools.
- Consistently model the Capstone Virtues to demonstrate their importance and relevance.

Minimum Requirements

- Bachelor's degree
- Progressive experience in education and school administration, preferably in a charter school
- Demonstrated ability to work with a team and to effectively manage others
- Demonstrated ability working with adolescents
- Excellent leadership and organizational skills
- Strong interpersonal and communication skills
- Desire and willingness to learn about Liberty's history and philosophy and to uphold the mission and values of the school

Preferred Characteristics

- Master's degree or higher
- Two or more years of experience in school administration, business administration, or equivalent private-sector experience
- Demonstrated ability to lead a professional team
- Understanding of Liberty Common High School's history and a commitment to maintaining the school's mission and values
- Experience with PowerSchool's administrative applications
- Familiarity with Colorado special education requirements, Section 504, and ELD

For more information about Liberty Common School, see <http://www.libertycommon.org>.

Application Instructions

Application must include a letter of interest, resume, philosophy of education, copy of transcript, and three professional references with phone numbers. Applications without all required documents will not be considered. Administrator's license not required.

Mail to:

Mr. Torgun Lovely, Principal
Liberty Common High School
2745 Minnesota Dr.
Fort Collins, CO 80525

Or e-mail to: tlovely@libertycommon.org.

Liberty Common High School is an equal opportunity employer and provides employment opportunities based only on job-related qualifications. LCHS does not discriminate on the basis of age, race, color, gender, or any other protected class.