

DEAN

This position is: 1 FTE

Starting Full-Time Salary Range: \$47,100 - \$50,000 (commensurate with education and experience).

Job Summary:

The Dean is responsible for the support in management and the day-to-day operations of the school and reports to the administrator and the Board of Trustees (the "Charter Board"). The Dean serves as a support for the chief executive of the school and has the authority to carry out his or her responsibilities in accordance with the direction and policies established by the Charter Board. In partnership with the administrator and Charter Board, the Dean shares responsibility for the success of the school. S/he provides support to the administrator and the direction for developing the organization's vision, mission, and strategy; shares leadership in establishing and implementing its annual goals and objectives; and enables the Charter Board to fulfill its legal, fiduciary, and moral responsibilities.

Lake George Charter School (LGCS) is undergoing a period of student enrollment growth and physical expansion. The Dean will play an integral role in helping the Administration and the Charter Board develop and implement changes related to this growth.

Primary Duties and Responsibilities

1. Assessment Coordinator
 - a. Training provided for appropriate implementation
 - b. Successful completion of administering all K-12 assessments
 - c. Train and support faculty and staff on assessment procedures.
 - d. Gather data through various methods.
 - e. Share assessment results and recommendations with stakeholders.
2. Graduation and Concurrent Enrollment Coordinator
 - a. Ensure that students are aware of and understand the school's graduation requirements.
 - b. Monitor students' progress toward meeting these requirements, including concurrent enrollment credits, and provide guidance on course selection to fulfill them.
 - c. Facilitate the process for students to enroll in concurrent courses at local colleges or universities.
 - d. Ensure that students meet all eligibility requirements and provide guidance on course selection.
 - e. Maintain records of concurrent enrollment credits earned.

Additional Duties and Responsibilities:

1. Educational Leadership Support
 - a. Helps Implement a high-quality, rigorous, joyful elementary and middle/high school program that is consistent with Lake George Charter School's (LGCS) mission and vision.
 - b. Helps set ambitious school goals for student achievement and performance and holds staff members accountable for achieving results.
 - c. Helps develop, oversee, and continually evaluate and improve the school's instructional model and curriculum.
 - d. Helps model high-quality instruction and provides frequent coaching for instructional staff.
 - e. Helps build a high-performing, consistent, data-driven culture, which informs decision-making and instruction at the school.

2. Legal compliance
 - a. Upholds Federal & Colorado laws, especially as they relate to the safety, security and privacy of students and staff.
3. Management and administration Support
 - a. Helps to create and sustain an environment of mutual respect, high standards, safety, and support for learning.
 - b. Helps to provide general oversight of school activities, supports the day-to-day operation of the school, and helps develop a smoothly functioning, efficient organization through coordination with the administrator, the Charter Board, various committees, staff, and volunteers.
 - c. Helps to ensure that the teaching and student services (Special Education, Speech Pathology, Gifted & Talented, Reading/Math Intervention) staff have the necessary resources and expertise to deliver the school's educational program.
 - d. Helps with recruiting efforts for all staff members.
 - e. Helps to support, supervise, and evaluate members of the staff.
4. Community relations Support
 - a. Supports the work established with the broader charter school community to advocate for choice, charter schools, and education reform.
 - b. Supports and encourages the integration of the school within the community by using effective communication and public relations programs.
 - c. Acts as a school ambassador for families, volunteers, and the community.

Required Qualifications:

1. Passion for innovative education and a commitment to serving diverse groups of children.
2. Demonstrated entrepreneurial drive with a proven track record.
3. Experience in managing and leading high-performing teams, schools, school districts, private schools, or non-education organizations, including strategic development and operations.
4. A bachelor's degree in education is required with a current Colorado State Teaching Certificate.
5. 3-5 years of classroom experience preferred.
6. CDE Administrator/Principal certification is highly preferred, and/or the ability to enroll in the Alternative Administrator/Principal Licensure Program is encouraged.

Required Knowledge and Skills:

1. Superior relationship skills
2. Demonstrated ability to lead by example and create a positive work environment.
3. Commitment to a culture of transparency, high expectations, and continuous improvement.
4. Encourages a fair and equitable work environment.
5. Experience recruiting, building, and retaining a strong, diverse team.
6. Ability to develop and maintain a collaborative leadership team.

To express interest in the LGCS Dean position, please submit the following to lgschool@lgcsco.org:

1. Application - [Administrator Application PDF](#)
2. Resume with cover letter
3. Thoughtful responses to the following questions.
 - a. Describe your management/leadership style. Please provide at least one example.
 - b. What do you see as the primary purpose of charter schools? What is your vision of an excellent charter school?
 - c. What is right/wrong with education right now?