

## Academic Dean

\*Minimum Qualifications: Bachelor's degree and educational supervisory experience

A member of the site administrative staff, the academic dean assumes primary responsibility for supervising the academic staff and coordinating the academic program. A CTY academic dean's role is most like that of a dean of faculty's as they support and guide the program's instructional staff, who come from a variety of educational backgrounds and have diverse teaching skills. Through classroom observations and frequent conferences with staff, the academic dean provides feedback and mentoring on teaching strategies and classroom management. The dean also addresses student performance issues and oversees the editing of student evaluations. Finally, they furnish logistical support for field trips, class projects, and supplies, and at some sites supervise an assistant academic dean. The academic dean may need to spend additional time outside of core work hours in the evenings and on weekends as necessary to complete paperwork and other administrative tasks. They are also required to oversee before- and after-care one or two days per week.

## Sample Daily Schedule

Here's what a day in the life of an Academic Dean looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. Administrators also rotate before and after-care coverage during the session from 7:30-8 a.m. and 4:30-5:30 p.m.

At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

### Morning

- Work Before Care one day per week beginning at 7:30 a.m.
- Meet with instructors and PAs individually before students arrive at 8 a.m.
- Assist with students' arrival
- Visit classes for formal and informal observations
- Complete paperwork such as classroom observation write-ups, student evaluation edits, and Concern Incident Medical Reports (CIMRs)

### Afternoon

- Help monitor lunch and recess
- Attend the daily administrative team meeting
- Visit classes for formal and informal observations
- Talk to students and/or staff about any issues

- Continue to work on paperwork
- Assist with student departure
- Work After Care one day a week until 5:45 p.m.