

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. At residential sites, the academic dean's work hours are primarily during class times and in the late afternoons and evenings of class days, including the evening study periods. Typically, academic deans are free of duty from the end of class on Friday until Sunday's evening class session, though emerging issues may require them to be on campus during this time.

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.

RESIDENTIAL SITES

Morning

- Attend breakfast and talk to students and staff before class begins
- Visit classes for formal and informal observations
- Complete paperwork such as classroom observation write-ups, student evaluation edits, and CIMRs
- Attend the daily administrative team meeting

Afternoon

- Have lunch and take an afternoon break
- Visit classes for formal and informal observations
- Coach and be available to instructional staff after class ends
- Plan and lead a weekly instructor meeting

Evening

- Check in on study hall from 7-9 p.m. (at sites for grades 7+)
- Coach and be available to instructional staff
- Continue to work on paperwork

Weekends

- Academic Deans are off from Friday afternoon until Sunday evening study hall except for the first weekend of each session