

Liberty Tech Charter School
119 Price Road
Brooks, Georgia 30205
770-461-0005
www.libertytechcharter.org



Dean

This position will be Dean of K-5 Grade or Dean of Middle School

Description: The job Dean was established for the purpose/s of providing support to the instructional process including the responsibility for directing assigned programs and services; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

Required Qualifications:

Bachelor's Degree from accredited college or university
Master's Degree from accredited college or university
Educational Leadership Certification
Excellent oral, written, and interpersonal communication skills
Ability to work with students, parents, staff, and the community

Preferred Qualifications:

At least 3 years of leadership/administration experience

Summary of Essential Duties & Responsibilities:

- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.

- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.
- Supports principal for the purpose of providing assistance with administrative functions.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Fulfill all duties and responsibilities as the testing coordinator for the school
- Other duties as assigned.

Physical Demands:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

Reports to: Principal

Salary:

Salary is comparable to other local school systems' salary scales. Employee benefits include health insurance, flexible benefits, and retirement plans.

External Applicants:

Complete application packet consists of:

- Letter of interest that refers to the desired position
- Current resume
- Completed application <https://www.libertytechcharter.org/hiring.html>
- Copies of all valid professional certificates (as applicable for the position)
- Include at least 3 professional reference letters: These reference forms must be written within one year of application date. At least one of the references must be from persons who have directly supervised the applicant.

→ Send all application packet items to Melissa King at melissa.king@libertytechcharter.org

Liberty Tech Charter School is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies.