



PARK ACADEMY JOB DESCRIPTION

JOB TITLE: Dean of Academics

REPORTS TO: Head of School

FLSA STATUS: Full time, 12-month employee

POSITION DESCRIPTION

Park Academy seeks an experienced, relationship-centered Dean of Academics to oversee the school's academic program and instructional practices in a small, independent school specializing in dyslexia and language-based learning differences for grades 3-8. This leadership role focuses on ensuring that our pedagogy, curriculum, and teaching methods meet the unique needs of students with dyslexia and language-based learning differences.

The Dean of Academics is responsible for the continuous improvement of teaching and learning, with a specific emphasis on literacy and executive functioning. This role oversees the master schedule, manages school-wide assessments, plans and delivers professional development, and leads curriculum review to ensure a cohesive scope and sequence across all grades. The position partners closely with the Dean of Students to create holistic academic plans for groups and individual students.

PRIMARY RESPONSIBILITIES

INSTRUCTIONAL LEADERSHIP & PROFESSIONAL DEVELOPMENT

- Lead and design professional development for faculty focused on evidence-based teaching pedagogy informed by our focus on Literacy and Executive Functioning.
- Provide ongoing instructional coaching and support to teachers to ensure high-quality differentiated instruction for students with language-based learning differences.
- Research and implement best practices in specialized instruction to remain at the forefront of dyslexia education.
- Facilitate a culture of collaborative professional growth and reflective practice among the teaching staff.
- Serve as a member of the admissions team, reviewing applications and providing academic and assessment-based considerations and recommendations.

ACADEMIC OPERATIONS & SCHEDULING

- Design and manage the Master Schedule, ensuring it aligns with the school's mission and maximizes instructional time.
- Coordinate teacher and staff scheduling to ensure appropriate coverage and effective use of personnel resources.
- Manage individual student scheduling, ensuring each student's academic path is optimized for their specific learning profile.
- Partner with the Dean of Student Life to create and maintain comprehensive academic plans for students, ensuring seamless integration of behavioral and academic supports.

ASSESSMENT & DATA LITERACY

- Oversee all school-wide assessment programs, with a primary focus on literacy and math assessments.
- Lead the collection, analysis, and reporting of academic data to track student progress and inform instructional decision-making.
- Coordinate with teachers and families to interpret assessment results and adjust academic interventions as needed.
- Coordinate assessment and evaluations of Academy and Park Center applicants.

CURRICULUM & PROGRAM REVIEW

- Lead the continuous review and refinement of the school's curriculum to ensure rigorous and accessible academic standards with an understanding of the unique needs and lens of Park Academy's student population and their learning differences.
- Direct teacher master planning around scope and sequence ensuring vertical and horizontal alignment across individual classes and between grade levels.
- Ensuring all academic programs are mission-aligned and consistently implemented across the school.

SECONDARY RESPONSIBILITIES

- Participate in weekly administrative team meetings and contribute to school-wide strategic planning.
- Attend occasional off-hour events, including open houses, back-to-school nights, and parent-teacher conferences.
- Support and implement school policy as related to both faculty and students.
- Prepare and present academic reports for the Board of Directors as requested.
- Supervise breaks, lunches, and passing times as assigned.
- Support technology use, policy, practices, research, and implementation.
- Undertake additional administrative and instructional duties as determined by the Head of School.

PROFESSIONAL QUALIFICATIONS

- Master's Degree in Educational Leadership, Curriculum and Instruction, Special education or a closely related field
- Relevant Oregon licensure or certification preferred: out-of-state license considered.
- Minimum 3 years of experience in a school-based leadership role related to professionals development, curriculum & instruction, and/or academic assessment preferred.
- Experience planning and delivering professional development.
- Professional understanding of dyslexia, dyscalculia, executive functioning, working memory and their impacts on learning.
- Experience with instructional coaching preferred.

PERSONAL QUALIFICATIONS

- Relationship-first approach to working with students, families, and colleagues.
- Strong systems-thinking and ability to build proactive structures.
- Patient, warm, and calm presence, especially in moments of distress or conflict.
- Highly organized with strong follow-through.
- Collaborative and transparent communication style.
- Reflective professional practice and commitment to continuous growth.
- Genuine belief in the whole-child approach to education.
- Comfortable working in a small, dynamic school environment where flexibility and problem-solving are daily realities.

APPLICATION GUIDELINES/CONTACT:

Compensation: Salary commensurate with experience. Medical, dental and vision insurance. 401 (k) retirement plan. Professional development support.

Resumes with a cover letter can be submitted directly to Cliff Poage via email at cpage@parkacademy.org. For inquiries, you may reach Mr. Poage at 503.594.8800.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.