



Cary Christian School
Dean of the Upper School (Grades 6-12)

Reports to: Associate Headmaster
Department: Administration
Full/Part Time: Full Time Position (year-round)

Job Summary:

The purpose, mission, and goal of Cary Christian School are to provide students an excellent classical education founded upon a biblical worldview. The Dean of the Upper School supports and pursues that calling by equipping teachers to skillfully disciple the minds, hearts, and hands of students as well as managing the policies, regulations, and procedures to ensure that all students are supervised in a learning environment that meets the approved curricula and mission of CCS.

Specific Responsibilities:

Instructional:

1. Manage the implementation of all instruction within the Upper School that:
 - a. Consistently integrates subject matter
 - b. Instructs with intentional application of a biblical worldview
 - c. Consistently employs a classical pedagogy
 - d. Demonstrates a thorough knowledge of and interest in the subject
 - e. Uses valid teaching techniques that stimulate and maintain active student interest
 - f. Uses clear language and vocabulary appropriate to the level of the students
 - g. Covers and achieves curriculum goals
 - h. Routinely checks for student comprehension of subject matter
 - i. Encourages students to understand material in their own words
 - j. Consistently reviews material(While working with the Humanities and Science/Math Team Leads)
2. Exercise training and management of teaching staff toward a continually developing understanding and implementation of classical pedagogy.
3. Work with Instructional Support Coordinator as they work with the teachers to develop weekly lesson plans submitted by faculty to ensure that curricular goals and objectives are being met in each class and subject.
4. Manage curriculum selection, development, procurement, distribution, and implementation for the Upper School.
5. With the Dean of the Lower School, implement a robust and richly classical and Christian curriculum that integrates vertically from grade to grade, horizontally from subject to subject, and biblically with a distinctly Christian worldview.

6. Implement the observation process of all full-time and part-time teachers with the Team Leads leading to evaluations. Evaluations will also be confirmed with the Associate Headmaster.

Cultural:

1. Consistently seek to work in such a way as to engender a culture of loyalty to God and one another.
2. Consistently exhibit love, joy, peace, and spiritual maturity in daily work and relationships in the school and a cheerful, compliant attitude.
3. Provide an orderly learning environment by consistently enforcing school discipline policies.
4. Demonstrate a biblical approach to work by punctuality, mature and modest appearance and attention to duties.
5. Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.
6. Communicate effectively with parents, faculty, and other administration as needed with academic or behavioral concerns.
7. Work with the Lead Teachers to ensure a learning environment of vibrant inquiry, curiosity, and love for learning, one another, and God.

Operational:

1. Interview prospective families and students to determine their fit for CCS.
2. Ensure that all appropriate and relevant school records are up to date and accurate.
3. Provide a weekly report to the Associate Headmaster communicating status of all relevant areas of management and oversight.
4. Ensure that the Upper School is in compliance with local, state, and federal health codes.
5. Develop and maintain a working knowledge of all CCS policies and procedures, with a specific focus on campus emergency and security procedures, and how they are implemented and executed.
6. Manage the Electives and Co-curriculars to ensure that these programs are integrated and managed consistently with Upper School goals and CCS policies and procedures.
7. Manage the Upper School academic budget per CCS financial processes and requirements.
8. Review Upper School open faculty position resumes, select and interview candidates, make final selections, and ensure proper onboarding of all new-hires following CCS Human Resources policies and procedures.
9. Oversee and approve substitutes as they fill in for absent teachers with the support of the Academic Office Manager

Position Requirements

- Previous experience working in a school environment.
- Bachelor's degree and/or equivalent relevant work experience.
- Demonstrated competence in working effectively with students and parents.
- Good oral and written communication skills.
- Planning and organizational skills.

- MS Office skills (Word, Excel, PowerPoint).
- Experience with basic internet-based systems.

Ideal candidates for employment must embrace the school's mission, philosophy, and statement of faith. Salary and benefits are competitive, classes are small, and our environment is collegial.

Please send resume and cover letter to cashworth@carychristianschool.org. Cover letters should include what draws you to apply at Cary Christian School, how your faith impacts your daily life, and how your education and past experiences could be utilized at our school.