

ROANOKE CATHOLIC SCHOOL

*Job Description*

**Assistant Head of School & Dean of Faculty**

**Summary:**

The Roanoke Catholic School Assistant Head of School & Dean of Faculty serves as a senior member on the School Leadership Team and works with the Head of School/Principal and Associate Head of School to carry out the educational policies of the diocese and has responsibilities that are professional, instructional, managerial and interpersonal. The Assistant Head of School & Dean of Faculty is hired and appraised by the Head of School/Principal and is expected to abide by the established policies and procedures of the Diocese of Richmond, particularly the Office of Catholic Schools.

**Responsibilities and Tasks:**

- Oversee the implementation of the Diocesan Consensus Curriculum in consultation with school and diocesan leadership.
- Attend and participate in School Advisory Board meetings.
- Attend and/or participate in other special events throughout the year as instructed by the Head of School.
- Promote and Foster Best Practices in the fields of elementary, middle and secondary education.
- Observe classrooms, evaluate teachers and support members of the faculty.
- Work with students and families on academic and behavior management initiatives.
- Work to bring additional resources to campus in the areas of professional development, faculty licensure, and classroom management.
- Help teachers to learn, implement and maintain successful differentiation techniques to complement our growing and academically diverse student population.
- Serve on the School Resource Team as a consultation specialist with the local public school support systems.
- Represent the RCS administration with other staff members at meetings that support our student population.
- Perform other duties and tasks as assigned by the Head of School.
- Observe all school and diocesan directives.
- Be familiar with the Staff/Faculty Handbook.
- Maintain high professional and ethical standards in all school-related activities.
- Participate in diocesan and school sponsored in-service programs and attend staff development opportunities to insure continued professional growth.
- Participate in forming the school-wide goals at the beginning of every school year.
- Foster Christian values and behavior among students, faculty and staff.
- Promote the Catholic identity of the school by knowledge and respect for Catholic Tradition.

**Physical Demands/Environment:**

The Assistant Head of School & Dean of Faculty will work in the main office, classrooms, and possibly other parts of the facilities.

**Performance Appraisal:**

The Assistant Head of School & Dean of Faculty is responsible to and appraised by the Principal and Head of School.

**Working Conditions:**

The Assistant Head of School & Dean of Faculty will work a minimum of 40 hours per week and 12 months per year.

**Professional Qualifications:**

- Must hold or be eligible to receive school administrative licensure in the Commonwealth of Virginia.
- Is responsible for maintaining and updating his/her own certification.

**Benefits:**

This position is full time and is eligible for all benefits as outlined in Called to Work in Harmony to include paid leave, medical and dental insurance, life insurance and retirement benefits.

**Date of this Position Description Revision: 01/01/2023**

**This position is exempt from the overtime regulations according to the Fair Labor Standards Act.**