



Job Title: Dean of School Community

Reports to: Principal

Approved by: ICAGeorgia Board

Job Type: Full-time

SUMMARY

International Charter Academy of Georgia, a Japanese-English Dual Language immersion program serving a multi-cultural, multi-linguistic, multi-lingual K-5 community in Peachtree Corners, GA is seeking a qualified and passionate full-time Dean of School Community to help our school realize its mission to broaden the horizons of students in Georgia so that they may become global citizens who promote peace around the world.

GENERAL RESPONSIBILITIES

All employees and volunteers work together to fulfill the ICAGeorgia's mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, ICAGeorgia expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students.

The Dean of School Community is responsible for assisting the principal in the leadership, coordination, supervision, and management of the school program and operation.

- Help lead the development and maintenance of an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the school charter.
- Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations.
- Help lead a healthy, transformative school culture and collaborative learning community.
- Lead professional development, collaboration and the ongoing refinement of the school's plan for continuous improvement.
- Coordinate campus functions and events
- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Demonstrates prompt and regular attendance.
- May supervise the day-to-day operations and serve as principal designee in the principal's absence.
- Share in managing discipline for grades K-8 and deal with special cases as necessary.
- Keeps the principal apprised of activities, situations, and developments that affect the school operation.
- Supervise teachers and departments as assigned by the principal.

- Explain and interpret curriculum/instructional goals and objectives to teachers, parents, and the community.
- Assists with the organization and implementation of staff development.
- Assists in the supervision of the extracurricular program.
- Assists with safeguarding the health, safety and welfare of students.
- Supervises student activities, assemblies and other activities.
- Assists in organizing student activities.
- Assists with the supervision of student orientation, registration, and scheduling.
- Assists with the administration and supervision of the total school program in accordance with applicable regulations.
- Performs other duties as assigned by the appropriate administrator.
- Assist with federal programs as a federal program coordinator.
- Maintain and model high standards of professionalism.

Qualifications

- Proficiency in both Japanese and English, demonstrated through strong written and verbal communication skills.
- Familiar with the Georgia Standards of Excellence and the Japanese Ministry of Education Standards.
- Possession of a valid Georgia Teaching Certificate

Note: The above qualifications are essential for the successful candidate to excel in this role, ensure a comprehensive understanding of education standards, effective communication in both languages, and the necessary credentials for teaching in the state of Georgia.

Education/ Certification

- Bachelor's degree in education or a related field, accompanied by a minimum of 3 years of relevant experience.
- Master's Degree or Certificate Equivalent to Educational Leadership -Tier 1

Experience:

- 5+ years as elementary classroom teacher
- 5+ years in dual language immersion

Leader Competencies

- Thorough knowledge of school curriculum and instruction
- Strong organizational, communication, and interpersonal skills
- Knowledge of ESOL and ESOL annual assessment implementation
- Mentor/coach teachers

SALARY RANGE: 58,981.50 – 89,269.20

Position Type: Full-time

Position Available: 1

Job Category: Dean of School Community

Contact: employment@internationalcharteracademy.org