



Position Description

OVERVIEW

Job Title:	Dean of Faculty
Classification:	Non-Faculty
FLSA Status:	Exempt
Supervisor:	Head of School
Supervises:	Faculty Members

THE ROLE OF THE DEAN OF FACULTY

The role of the Dean of Faculty at The Winston School includes four key components. The first is as a teacher, scholar, and role model, who can lead, motivate, and inspire the WSSA faculty. Secondly, the Dean of Faculty oversees all aspects of faculty recruitment and retention of talented teachers from diverse backgrounds and perspectives. Thirdly, the Dean of Faculty serves as the primary resource for individual teachers in their multifaceted professional roles. In addition, the Dean collaborates with other senior administrators to generate targeted programs and initiatives for the professional development and growth of the faculty as a whole. Finally, the Dean of Faculty promotes a culture of continuous learning and improvement in teaching through classroom observations, coaching, mentoring, and leading an effective faculty evaluation process.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as a leader, steward, and advocate, providing coaching and counsel and creating opportunities that foster wellness and build the morale of the WSSA faculty.
- Manage all aspects of faculty recruitment, hiring, and orientation, including leadership of a yearlong New Faculty Orientation Program.

- With the Dean of Studies, oversee all staffing needs and assignments, including a thorough and transparent assessment of teaching and other duties that constitute faculty workload.
- Organize and lead the faculty growth and evaluation process.
- Collaborate with the Head of School and Dean of Studies to create and administer a robust professional development program that promotes a growth mindset and a culture of continuous learning.
- Generate and lead inspirational, effective, and strategic faculty meetings.
- Serve on the school's senior leadership team and relevant committees.
- Collaborate with the Director of Human Resources to maintain policies that reflect best practices in governing teachers' relationships with the school and the workplace environment at WSSA.

RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*.
- Agree to uphold the mission of The Winston School San Antonio.
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA.
- Abide by all requirements, policies, and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, Professional Development, and In-Service training.
- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School.

QUALIFICATIONS & REQUIREMENTS:

- Significant experience as a classroom teacher.
- Bachelor's degree in Education, Educational Leadership, or related field, Master's degree preferred

- Successful management, supervisory, and leadership experiences based on inclusive, transparent, and consistent judgment and decision-making.
- Cultural competence and a record of fostering and supporting a diverse and inclusive community.
- A clear vision for outstanding teaching and a deep understanding of best practices in education and for diverse learners.
- A growth mindset that demonstrates a commitment to lifelong learning and to staying abreast of a rapidly changing global educational landscape.
- Outstanding organizational and presentation skills.
- Exceptional communication skills and the ability to navigate complex and challenging situations with grace, diplomacy, courage, and compassion.
- Proven ability to effectively lead, manage, and inspire a collaborative team with multiple creative projects.
- Able to work effectively as a member of an interdisciplinary team.
- Able to stand, move throughout the campus, operate a computer, ascend and descend stairs, stoop, kneel, and crouch.
- Able to lift, move, or transport equipment and/or furniture weighing up to twenty pounds across campus to various classrooms and events.
- Able to work in outdoor weather conditions.
- Able to work non-traditional work hours that may include evenings and weekends.