

JOB DESCRIPTION

Middle School - Dean of Academics

CHERRY HILLS
CHRISTIAN SCHOOL

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose.

The Middle School Dean of Academics partners with the Director of Middle School to lead instructional growth and foster a Christ-centered academic culture. This role supports teaching and learning through curriculum alignment, coaching, and professional development—promoting academic excellence, student growth, and continuous improvement rooted in Biblical truth.

PRIMARY RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Assist and Support Director of Middle School as a School and Instructional Leader

- Assist the Director of Middle School in recruiting and hiring high-caliber faculty and staff.
- Build a culture defined by love, collaboration, and commitment to academic excellence and spiritual formation.
- Ensure all team members understand and consistently uphold safety and security procedures.
- Provide instructional training, coaching, and feedback to teachers, grounded in data and focused on accelerating student growth
- Collaborate with the Academic Team to ensure curriculum maps are strategically aligned, vertically integrated, and regularly reviewed based on student outcomes.
- Lead and coordinate professional development that emphasizes data-informed, relational, and transformational instruction, along with effective classroom management strategies.
- Partner with the Academic Services Department to analyze academic data and ensure proactive student support through the RTI (Response to Intervention) process.
- Monitor and review assessment results to inform instructional decisions, set growth targets, and celebrate achievement.

Leadership Administrative Responsibilities

- Maintain all academic administrative documentation (attendance, performance reviews, etc.).
- Ensure Canvas and other academic platforms are organized, accurate, and up to date.
- Assist in preparation and distribution of academic communication (e.g., Friday News, Grade-Level Newsletters).
- Manage email, voicemail, and communication requests in a timely and professional manner.
- Build trust and maintain confidentiality in all professional interactions.
- Comply with all Cherry Hills Christian School policies and procedures.

Cultivate Positive Relationships with Staff and Families

- Connect relationally with children, staff, and parents to support academic and spiritual growth.
- Partner with teachers in supporting personalized learning and planning for student achievement.
- Pray regularly for the students, staff, and families served.
- Represent Cherry Hills Christian School in a favorable and professional manner.

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Director of Middle School and other opportunities.
- Attend department meetings and all-staff meetings.
- Demonstrate teachability and receptiveness to feedback.

Model Servant Leadership

- Perform other duties and tasks as assigned.
- Exhibit a helpful, joyful attitude reflective of Christ.

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

Recommended: Leadership, Service, Administration, Shepherding

QUALIFICATIONS

- Strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Agreement with CHC's mission statement, values, and faith statement
- Bachelor's degree required; Master's or Administrative Certification preferred
- Classroom teaching experience required
- Minimum of two years in educational leadership preferred
- Strong interpersonal and organizational skills
- Flexible attitude with a servant's heart

- Provide responsive, day-to-day support to the Director of Middle School in both academic and operational areas.

POSITION TYPE: Full-time, Exempt

HOURS PER WEEK: 40 hours/week

BENEFITS: Vacation, Sick Leave, 403B, Medical, Dental, Vision

SUPERVISOR: Director of Middle School
