Kennedy Catholic High School
John F. Kennedy Catholic High School is a private Catholic high school, dedicated to providing quality Catholic education to all students, committed to fostering young people’s relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service.

Job Summary
The chief responsibilities for the Dean of Academics include teacher selection, supervision and oversight of the implementation of Kennedy Catholic’s academic curriculum. He/she will work with leaders and teachers in order to build teachers’ capacity for planning, instruction, assessment and professional development. He/she is responsible for ensuring that teachers are prepared to execute the highest quality instruction. He/she is jointly responsible for ensuring quality systems are in place and for continued achievement of Accreditation. This individual will be responsible for presenting curriculum and academic systems to parents, students, administrators and potential partners.

Essential Curriculum Duties and Responsibilities

- Selection, coaching, professional development of teaching staff
- Ensuring vertical, horizontal, and Common Core State Standards alignment of curriculum maps for all subjects
- Acting as a liaison between companies and programs that support the instructional core of the school (scheduling school and classroom visits, attending trainings, and providing regular information and updates from external providers to school-based staff.
- Researching and approving additional curricular resources.
- Coordinate and manage teachers as necessary in order to ensure that Kennedy Catholic’s instructional team has optimal support
- Building teachers’ capacity for planning, instruction, and assessment
- Formally supervising, observing, and evaluating teachers
- Conducting frequent walk-throughs of classrooms to identify school-wide strengths and needs to ensure fidelity to curriculum
- Modeling high quality instruction for teachers
• Engaging targeted coaching cycles based on meeting individual and school-wide goals
• Analyze data to guide quality
• Monitoring internal assessment systems in order to ensure consistency and effective use.
• Helping to plan appropriate professional development for all teachers, including researching and evaluating professional development opportunities for instructional team members
• Establishing professional development goals with staff members
• Providing input and feedback on all grade team curriculum maps, unit and lesson plans
• Interviewing and selecting teachers
• Ensuring that both internal and external assessments are appropriately scheduled, implemented, and reported
• Identify opportunities to leverage the school community to improve student academic performance

The ideal candidate will have:
• An M.A., Ed. M. or Master’s degree in Educational Leadership, Teaching or relevant content area
• Demonstrated ability to manage complex systems of data, resources, and information in a systematic way
• Familiarity with multiple grade levels and content areas
• Experience with online high school education preferred
• Deep understanding of Understanding by Design, Common Core State Standards, and curriculum mapping and the processes involved in creating vertical and horizontal alignment reflective of learning progressions
• Knowledge of interdisciplinary planning, performance assessment and integration of technology (within classrooms)
• A minimum of five years of demonstrated success in high school teaching
• Demonstrated success in an instructional leadership role preferred
• Demonstrated ability to effectively coach, train and develop educators
• Evidence of excellence in teaching through continuous learning and data analysis
• Superior communication skills
• The ability to work collaboratively.

Apply through AppliTrack by going to the Office of Catholic Schools website at https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1, additionally, email your cover letter and resume to Peggy Cunningham, Assistant to the Principal, cunninghamp@kennedyhs.org or by mail to: Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496.