



Dean of Academics

Ursuline Academy is seeking a collaborative, student-centered, and mission-driven academic leader to serve as Dean of Academics. This position plays a central role in shaping and advancing the academic experience for students in grades 7–12 through leadership in curriculum, instruction, faculty development, scheduling, and student support.

The Dean of Academics works closely with the Principal, department chairs, counselors, faculty, students, and families to ensure a rigorous, engaging, and mission-aligned academic program that supports excellence in teaching and learning. This role requires a thoughtful instructional leader who can balance strategic academic planning with the day-to-day realities of a dynamic school environment.

The ideal candidate is an experienced educator and relationship-builder who brings strong organizational and communication skills, sound judgment, and a genuine enthusiasm for working with faculty and students. The Dean of Academics serves as a visible and positive presence within the school community and helps foster a culture of academic excellence, collaboration, accountability, and care.

As a Catholic school leader, the Dean of Academics embodies and promotes the mission and values of Ursuline Academy and works in partnership with school leadership to ensure that the academic program reflects and advances the Ursuline educational philosophy.

KEY RESPONSIBILITIES:

Academic Leadership & Programming

The Dean of Academics provides leadership and oversight for the school's academic program, including:

- Collaborating with the Principal and department chairs to review, evaluate, and refine curriculum and course offerings
- Supporting development of the master schedule, including section planning, teaching assignments, and classroom utilization
- Coordinating with department chairs to ensure alignment of syllabi, assessments, scopes, and sequences across departments
- Supervising and supporting faculty through coaching, classroom observations, professional growth conversations, and evaluations in partnership with the Principal
- Working with the Director of School & College Counseling to support course registration and student placement
- Manage the Course Catalog and textbook list, working with the Principal and department chairs.
- Partnering with school leadership to plan faculty professional development initiatives
- Assisting with the planning and coordination of Back-to-School Night, Parent/Teacher Conferences, PSAT/AP testing, and other academic events and processes

Student Academic Support & Achievement

The Dean of Academics partners with faculty, counselors, and administrators to monitor and support student success, including:

- Monitoring student academic performance and identifying trends or concerns
- Collaborating with student support teams to provide interventions and academic guidance for students in need of support
- Supporting academic eligibility, probation processes, honors recognition, and related family communication
- Serving as an administrative partner in meetings involving academic concerns, student support planning, and parent collaboration
- Working collaboratively with the Principal and Dean of Student Life on student programming, orientation, and end-of-year academic recognition

Faculty & School Leadership

- Assisting with faculty recruitment and hiring recommendations
- Supporting substitute teacher coordination and classroom coverage
- Maintaining a visible and engaged presence at school events and activities
- Contributing to broader school leadership initiatives and institutional priorities

QUALIFICATIONS

Required Education & Experience

- Master's degree, preferably in Education or a related field
- Minimum of five years of secondary school teaching experience

Preferred Experience

- Experience as a department chair, instructional leader, academic dean, or school administrator

Skills & Attributes

- Strong instructional leadership and faculty coaching skills
- Excellent organizational, interpersonal, and communication abilities
- Ability to manage multiple priorities in a collaborative school environment
- Comfort using academic, instructional, and administrative technology systems
- Commitment to fostering student growth and academic excellence
- Enthusiasm for working in a mission-driven school community
- Successful completion of all required background checks

Working Environment

The Dean of Academics works primarily in a school and office environment with regular interaction with students, faculty, families, and administrators throughout the school day. This position requires a consistent on-campus presence during the academic year and participation in occasional evening and weekend responsibilities, including school events, meetings, admissions programs, and graduation-related functions.

The role involves a combination of administrative work, meetings, classroom observations, and active engagement across campus. The Dean of Academics must be able to manage multiple priorities in a fast-paced educational environment while maintaining professionalism, confidentiality, and responsiveness to the needs of students, faculty, and families.

Compensation: \$100,000 - \$120,000 annually

This is a full-time, 12-month position. The salary range represents the established compensation parameters for this role. Placement within the range is determined based on experience, qualifications, and internal equity.

Application Instructions

Ursuline Academy invites interested candidates to submit a resume and cover letter detailing their qualifications and interest in the role to careers@ursulineacademy.net.

Please include “Dean of Academics” in the subject line. Applications will be reviewed on an ongoing basis until the position is filled.