



Dean of Academic Operations

Location: ANTIOCH, TN

Intrepid College Prep is a growing network of free, open-enrollment, high-performing public charter schools committed to preparing scholars to excel in selective colleges, earn professional opportunities, and graduate as financially literate professionals and positive leaders. Our Blue Chip Team currently educates nearly 500 students across two schools – Opportunity Academy, serving students in grades 5-8 and Independence Academy, serving students in grades 9-10 in 2018-2019.

A pioneer in financial literacy education, Intrepid College Prep achieves remarkable academic growth for all scholars especially English Language Learners. In 2017, our scholars were #1 in ELL Achievement in Math, #1 in Hispanic Achievement in Math, and #1 in African-American Achievement in Math. Intrepid was also #1 in composite growth among all middle and high schools in Nashville and in the top 1% in the state for growth during the 2016-2017 school year. 96.7% of Intrepid's Algebra I students demonstrated On-Track/Mastered performance during the 2016-2017 school year.

Our work grows scholars academically, financially, and socially – providing the skill sets needed to be game changing leaders in every facet of the future. Intrepid alumni will transform college campuses and the work force, raising expectations for academic excellence, financial acumen and ethical leadership.

Lead Academic Systems, Procedures, and Data-Driven Culture at Opportunity Academy Middle School

Intrepid College Prep holds a very high bar for operational systems that support prepster mastery, teacher development and organizational culture. We believe that thoughtfully-created systems enable our school to run smoothly and efficiently, and that all student and staff-facing systems must embody our culture of urgency, rigor, and joy. Intrepid College Prep is seeking a strong Dean of Academic Operations to work closely with school leaders to improve and develop operational systems for Opportunity Academy Middle school.

The Dean of Academic Operations trains and supports staff on our student and academic data software systems, ensures that assessments are administered, data is captured and ready for analysis, and that academic materials are purchased and available in the classroom.

Responsibilities

The Dean of Academic Operations will work under the direction of the Middle School Principal to support the highest quality of instruction and accelerate scholars' learning. Additionally, the Dean of Academic Operations will:

- Ensure that all campus leaders tap the full potential of the Infinite Campus student information system and the Illuminate academic data system by working on the setting up of the new systems; training staff;

and instituting protocols to ensure system-wide consistency in use, urgency in data entry and data accuracy

- Support school-based staff on how to use Illuminate's grade book, audit gradebooks to ensure an accurate picture of student performance and generate biweekly progress reports, trimester report cards and annual transcripts.
- Inventory academic materials and classroom supplies at the school on a frequent basis
- Ensure that all required classroom supplies, teacher supplies and curricular materials (e.g., textbooks, workbooks, or science kits) are purchased, delivered to schools and placed in classrooms in a timely manner
- Serve as testing coordinator for the school site for internal and external assessments, including TN Ready.
- Support the instructional team in ensuring that assessments are ordered, administered and data is captured into academic data systems and prepared for analysis
- Work with the Operations Team on other operational projects and initiatives as needed

Successful Blue Chip Leverage Leader candidates possess the following characteristics:

- Dedication to educational success for students of color and low-income youth
- Proven track-record of high achievement in the classroom
- High attention to the smallest details and proven ability to juggle competing responsibilities successfully while meeting time-sensitive deadlines
- Superior initiative – takes direction well, but does not wait for it
- Highest commitment to improving curriculum and instruction through collaboration, best practices, regular assessment and data analysis
- Ability to work in a fast-paced, high-performing, but sometimes unpredictable environment
- Effective communication skills with students, parents, and colleagues
- Holds a B.A./B.S. degree with a minimum G.P.A. of 3.0 (major in finance, accounting, preferred)
- Speaks Spanish or has experience working with bilingual students (preferred)

The position will begin in July 2018.

Compensation

We offer a generous compensation package. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies. Compensation is highly competitive; teachers are eligible to participate in the MNPS Retirement System.

Commitment to Diversity

Intrepid College Prep is an equal opportunity employer. As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.

Apply Now

Complete the application screen here: <https://bes.hirevue.com/openvue/tPDypYWi6STnysXxuuMp3d/>. The initial screen requires multiple-choice and written responses only. Please apply for only one position.