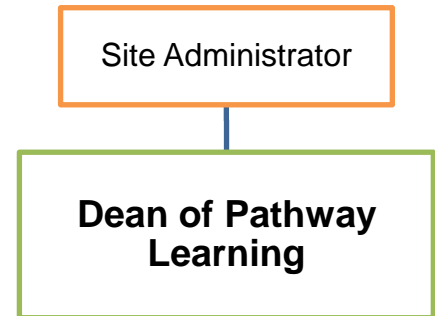


DEAN OF PATHWAY LEARNING

Job Title:	Dean of Pathway Learning
Initial:	July 10, 2017
Revised:	
Work Year:	210 days
Office:	Education
Department:	Assigned High School
Reports To:	Site Administrator
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule +5%

Related Organization Chart



POSITION SUMMARY: As the leader of pathways, the Dean of Pathway Learning is first and foremost responsible for increasing student pathway and Individual Career & Academic Plan (ICAP) completion. The Dean is also involved in developing and implementing the master schedule, demonstration of mastery for graduation, and internships/capstone projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assures all student achieve pathway completion
- Assists in assuring ICAP's are completed
- Develops master schedule
- Guides finalization for demonstrations of mastery for graduation
- Promotes community involvement with internships
- Organizes and oversees capstone projects
- Collaborates with departments to develop exploratory classes
- Coordinates of professional development for ICAP, internships, capstone projects, testing, digital portfolios, and exploratory classes
- Serves as assessment coordinator
- Organizes assessment data to support SLO's
- Performs other work related duties as assigned

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision & Technical Responsibilities: This position does not directly supervise other employees.

Budget Responsibility: This position does not include any budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Minimum of a Bachelor's degree

Experience:

- At least three years of classroom teaching experience with demonstrated effectiveness in subject matter, use of standards-based curriculum, instruction and assessment
- Successful experience working with diverse career interests

Knowledge Skills & Abilities:

- Knowledge of Individual Career & Academic Plan (ICAP)
- Ability to think critically
- Ability to develop and facilitate high quality professional development for multiple audiences in a variety of formats
- Advanced oral and written communication, public relations, instruction, curriculum, conflict resolution, multitasking, problem solving, facilitation, management, decision making, computer and organizational skills
- Ability to work with students with various backgrounds and abilities. Skill in working with students and staff with diverse needs at various levels
- Operating knowledge of and experience with personal computers, word processing software, web based applications and basic office equipment

Certificates, Licenses, & Registrations:

- Colorado Teaching Licensure or Principal Licensure
- Criminal background check required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, or feel. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required for this job.

Work Environment: The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.