

## Leadership Position Announcements

*Academic Dean*

*Reading/English – Writing – English Language Learning - Mathematics*

### Job Description:

The Academic Dean oversees all facets of the school's operations that directly impact student learning. This includes the monitoring of classroom instruction, management of all internal and external assessment data, and management of STEM's daily schedule and structure. The Academic Dean is also responsible for development and oversight of instructional faculty. The Academic Dean reports to the School Director and works closely with the Director of Curriculum and Assessment and the Executive Director in order to achieve ambitious outcomes.

### About Us:

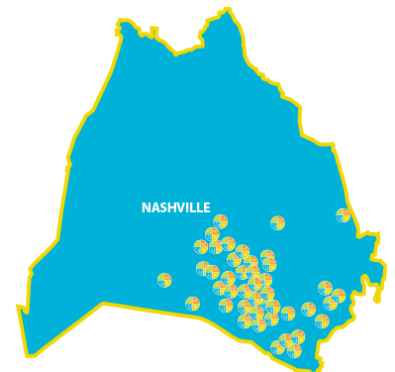
**Our Mission:** STEM Preparatory Academy is a growing network of open enrollment public schools, operating STEM Prep Middle (5-8), STEM Prep High (9-12), and the Nashville Newcomer Academy, serving a total of almost 1,000 students in the region. STEM Prep is dedicated to delivering a rigorous, inquiry-based education with a strategic focus on science, technology, engineering and mathematics. By cultivating a community of learning and academic excellence, STEM Prep will bolster the number of underrepresented students who graduate from the most competitive postsecondary programs and universities in the country and lead the discoveries and innovations of the future.

Since opening its doors in July 2011, STEM Prep Academy has been honored with numerous awards for outstanding student and teacher performance, including: **Nashville Public Education Foundation's Inspiring Innovator Award, 2015 Community Advocate of the Year, 2014 Middle School Teacher of the Year, 2013 Innovative School of the Year, and 2012 Tech Educator of the Year.**

### Who We Serve

STEM Prep serves a unique, highly diverse population in South Nashville, achieving among the greatest academic results in the nation through use of a novel academic model, and is doing so with unmatched efficiency. *Together*, we can advance this impact.

STEM Prep serves the largest percentage of Hispanic and Latino students in the state and nearly half of the highest-poverty neighborhoods in Nashville. Roughly 80% of STEM Prep students have been classified as English Learners during their academic career.



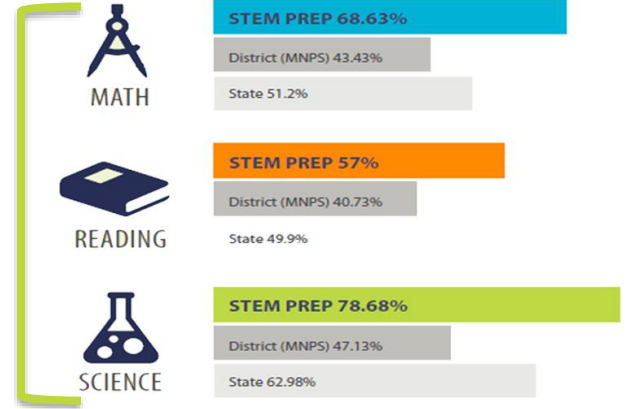
**"[STEM Prep is] one of the most diverse schools you're going to see in Davidson County with achievement at the very highest levels."**

– Karl Dean, The Sixth Mayor of the Metropolitan Government of Nashville and Davidson County

## Our Results

STEM Prep is among the highest performing public middle schools in Tennessee. Since our inception, students have outperformed their peers in both the district and state in every subject area, and STEM has been recognized as a **Reward School** by the state of Tennessee for performing in the top 5% of schools in the state for progress and growth. STEM Prep has been rated an **Excelling School** by Metro Nashville Public Schools.

STEM Prep's **Impact: The First Five Years** can be viewed [here](#).



## See Us in Action

We invite prospective applicants to view a sample of our videos for a deeper dive into life at STEM Prep:

- [“Nashville Public Education Foundation Hall of Fame: Inspiring Innovator Award”](#)
- [“Mayor Dean Congratulates STEM Prep”](#)
- [“For Our STEM Prep Teachers”](#)
- [“First Day Our Doors Open”](#)
- [“Student Rodney Shares STEM Prep’s Math Performance Data”](#)
- [“Secret Ingredient”](#)
- [“Innovation at STEM Prep”](#)

## In the News

We love sharing the stories of our students and teachers. Click the photos below to see our most recent news coverage.



## **Responsibilities**

### **Strategic Focus I. Internal Assessment System:**

#### Internal Summative and Formative Assessment

1. Through collaboration with teachers, oversee the design of summative benchmark assessments to measure growth and identify performance gaps at the unit level.
2. With teachers, perform data analyses of formative and summative assessments to identify gains and performance gaps.
3. Through weekly collaboration with teachers, facilitate and evaluate assessment-driven and student-specific methods for re-teaching, enrichment, and further individualization.
  - a. Work with teachers to design and administer re-assessments following re-teaching and differentiation.
4. Using Kickboard, oversee the entry of internal assessment data that is in alignment with STEM's academic systems. Ensure that students' mastery grades represent a valid and reliable measure of student performance.

#### Benchmark Assessment

5. Train staff and oversee the administration of benchmark assessments including the NWEA MAP Assessment and other externally-created benchmark assessments.
6. With teachers, perform data analyses of benchmark assessment data to identify gains and performance gaps.
7. Develop effective systems and structures to communicate student performance data to all stakeholders, including students and families.

### **Strategic Focus II. State Assessment:**

1. Serve as the school's testing coordinator, overseeing the successful administration of all state assessments. Train staff and ensure that each test administration follows all district and state guidelines.
2. Analyze external assessment items and samples to inform classroom instruction and the creation of interim assessments.
3. Annually, develop a systematic plan to prepare students for the state assessment, including the development of a school-wide tracking system and investment plan.
4. Develop internally-created practice assessments that are in alignment with state assessments and can be used to measure students' proficiency on the state assessment.
5. In collaboration with teachers, perform item and trend analyses on all practice assessments to identify gains and performance gaps.
  - a. Through collaboration with teachers, facilitate and evaluate assessment-driven and student-specific methods for re-teaching, enrichment, and further individualization.

### **Strategic Focus III. Teacher Coaching and Support:**

1. Conduct weekly observations of teachers' instruction and provide substantive, data-driven feedback that leads to sustained teacher growth and improvement over time.
2. Provide weekly planning feedback to teachers surrounding unit plans and daily instruction.
3. Using observation tools and data, perform trend analyses and classroom-level performance targets to improve teaching effectiveness.

### **Strategic Focus IV. Professional Development:**

4. Collaborate with the Executive Director, Director of Curriculum and Assessment, and School Director to design, implement, and evaluate school-wide teacher professional development consistent with the school's mission and model, and students' needs.
  - a. Design and conduct summer Teacher Orientation sessions.
  - b. Design and conduct ongoing and sustained professional development during the school year.
5. Coordinate and support individualized teacher professional development, and assist teachers in the development and assessment of professional development plans.
6. Conduct quarterly formal evaluations of teacher's performance in order to track teacher growth over time and assist teachers in the development of individualized and sustained professional growth.

### **Strategic Focus V. Teacher Leadership:**

7. Collaborate with the leadership team to design, implement, and evaluate differentiated roles for teachers through which leadership and new competencies can be developed.

8. Support teacher leadership through coaching and facilitation relative to teachers' individual leadership goals.

#### **Strategic Focus VI. Student and Staff Culture:**

1. Cultivate and sustain a culture of achievement and excellence among all faculty, staff, and students.
2. Develop and implement an investment plan for teachers and staff to sustain a positive and healthy school culture and climate.
3. In collaboration with the Middle School Director, consistently evaluate staff and student culture, and plan targeted interventions to address gaps and areas of concern.

#### **Strategic Focus VI. Supporting Parent Involvement:**

1. Identify, design, and support methods of involving parents in their student's education in meaningful ways.
2. Support teachers and all school staff in developing and sustaining strong relationships with parents and families.
3. In collaboration with the Director of Family Engagement and Community Outreach, coordinate parent and community outreach efforts.
4. Articulate and model the school's values to students, families, staff and the community.

#### **Strategic Focus VII. Daily Schedule and Structure of Instruction**

1. Maintain and adjust a daily schedule that prioritizes instructional time.
2. In collaboration with the leadership team, adjust and revise school structures and systems to respond to observational data and student performance measures.
3. Design and implement Community Meetings that target specific academic areas of growth, differentiating structures by grade level.

#### **Characteristics and Qualifications:**

- Bachelor's degree required, advanced degree preferred
- A commitment to STEM Preparatory Academy and its values; an understanding of STEM Preparatory Academy's mission and unwavering commitment to fulfill it
- A self-started interested in working in a fast-paced, startup environment that requires flexible roles
- A high level of personal integrity and professionalism
- An unwavering commitment to high academic achievement and high expectations of all students
- A capacity to motivate and lead instructional staff in order to yield the highest academic performance possible from all students.
- A team-oriented approach and the ability to effectively set and communicate goals for the team.
- Ability to give constructive feedback to facilitate student growth and academic achievement.
- Openness to receive feedback on issues that will facilitate growth and achievement of both students and faculty.
- Experience teaching in urban environments. A minimum of three years teaching experience required.
- Evidence of advancing student achievement on state assessments required.
- Experience in serving English Language Learners preferred.
- Experience in instructional coaching and management of high performing teams required.
- Experience in designing and implementing teacher professional development.

**To apply:** Please complete application at [www.stemprepacademy.org/application](http://www.stemprepacademy.org/application). Include resume, cover letter, copy of teaching certification/license, and example lesson plan.

**Compensation:** Compensation and benefits packages are highly competitive and exceed limits of local public school districts.

#### **Talent Selection Process:**

1. **Application Screening:** The initial stage is the screening of an application to determine if it meets the minimum requirements described in the position announcement. The quality of the applicant's materials will determine his or her application status.

2. **Behavioral Phone Interview and Lesson Submission:** After the application screening, candidates will be invited to participate in a phone interview and to submit a sample lesson plan and video of their classroom and instruction. During the phone interview, candidates will be asked in greater detail about their experiences and qualifications, as well as asked to demonstrate their fit with STEM Prep's mission and core values. If an applicant is not currently teaching and cannot provide a video of their instruction, the candidate will be asked to participate in a short practice and demonstration via conference call.
3. **On-Site Lesson Demonstration and Interview:** Excellent candidates who have successfully completed the behavioral interview will be invited to participate in the final technical interview round. During this stage, candidates will visit campus and will be asked to demonstrate a particular skill or practice relative to the position for which they're applying (e.g. teaching a sample lesson, leading a professional development activity, etc.). Additionally, the candidate will respond to a series of case studies and will be asked to provide technical, research-based discussions on issues of classroom practice and leadership.

*STEM Preparatory Academy does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities. STEM Prep does not discriminate in its hiring or employment practices.*