

# ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

## Ministry Description

### Junior High/High School – Dean of Academic Life

Adopted: December 3, 2007

Revised: September 20, 2010; August 18, 2014; March 20, 2017

#### Qualifications:

1. The JHS/HS Dean of Academic Life of Illinois Lutheran Schools, Inc. (ILS) must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. It is recommended that he have a minimum of five years experience in public ministry at the high school level and be familiar with the *PowerSchool* software program.
5. It is desirable that he possess a master's degree in curriculum development, educational administration, or a similar degree.

#### Accountability:

1. The JHS/HS – Dean of Academic Life shall be accountable to the ILS Superintendent.
2. He shall serve as an advisory member on the Academic Committee of the ILS Board of Directors.
3. He shall report and work jointly with the ILS Superintendent, JHS/HS Principal, and the Administrative Deans in the discharge of his duties.

This position description shall be reviewed by the ILS Superintendent in consultation with the ILS Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the JHS/HS Dean of Academic Life include, but are not limited to the following:

1. The JHS/HS Dean of Academic Life shall be responsible for advising all students in their use of time, talents, and abilities in all academic areas. This includes but is not limited to:
  - a. serve as the school registrar
  - b. oversee the enrollment procedure of all ILS students into *PowerSchool*
  - c. provide training of faculty and parents in the *PowerSchool* program
  - d. oversee the accurate scholastic record keeping of all ILS students including gradebooks, report cards, transcripts, etc.
  - e. produce accurate weekly eligibility reports and make proper notification
  - f. recommend academic probations
  - g. provide annual academic counseling for all high school students (class selection and career direction)
  - h. encourage and notify high school students regarding college fairs and visitation opportunities
2. He shall develop in consultation with the ILS Superintendent, JHS/HS Principal, ES Principal, and Activities Director a master calendar for each year.
3. He shall share in the various supervisory assignments expected of all staff members.
4. He shall with the cooperation of the JHS/HS Principal and ES Principal be responsible for the overall management of the standardized testing program.
5. He shall supervise as delegated by the JHS/HS Principal any allocated support staff.
6. The teaching load for the JHS/HS Dean of Academic Life shall be no more than 5 classes per semester.
7. The JHS/HS Dean of Academic Life may only participate in a co-curricular activity at ILS, at the discretion of the ILS Superintendent and JHS/HS Principal, in order to provide sufficient time and energy toward the duties and responsibilities of this position.

8. The JHS/HS Dean of Academic Life will serve as the Third Vice-Principal and carry out the duties and responsibilities of the JHS/HS Principal if for any reason he, the Dean of Student Life, or the Dean of Spiritual Life is for any reason unable to carry out said duty.

9. The stipend associated with the duties and responsibilities of the JHS/HS Dean of Academic Life is \$3,000 annually.