



**THE BOYS' CLUB OF NEW YORK
POSITION DESCRIPTION**

Position: Gardiner School Dean of Academics
Department: Camp Cromwell
Reports To: Director of Camping

About The Boys' Club of New York Gardiner School

Established in 1985, BCNY's Robert M. Gardiner School provides first generation college-bound middle school students from low-income communities with the support services they need to secure an appropriate high school placement. The majority of boys who are accepted into the program have not yet reached their academic potential.

During three successive summers in residence at BCNY's Camp Cromwell in New Jersey, as well as, through clubhouse-based programs and activities during the school year, students receive academic support in core subject areas. Students also engage in structured arts and athletics programs.

Summary of Position

The Dean of Academics is responsible for curriculum development, implementation and evaluation of the Gardiner School academic component. This will entail an emphasis on project-based activities to help promote and foster the educational, intellectual, and emotional growth among all Gardiner School members through activities revolving around Humanities, Science, Math, Art, Drama and Dance for middle school age boys. This will include direct supervision of academic teaching staff, orientation planning and implementation and family support

Major Duties & Responsibilities:

Ensure High Student Achievement

Set clear, measurable and motivating goals for every grade/subject and every class. Ensure the team buys into these goals and feels motivated by and accountable to them. Keep goals 'front and center' and regularly assess student progress toward them. Keep BCNY Director of Camping and BCNY Director of Program Development and Evaluation informed and up-to-date regarding the academic progress of campers

- Plan the instruction schedule and curriculum in partnership with Director of Camping, Director of Program Development and Evaluation, and GS Teachers
- Analyze academic data regularly with the Director of Program Development and Evaluation and champion effective instructional data practices and assessments
- Manage the interim assessment process to ensure that teachers are using data to drive instruction and run high-impact interim assessment data debriefs
- Review academic work and project completion rates by class and by student. Intervene as necessary with teachers and parents
- Ensure that systematic interventions occur whenever students are struggling. Monitor the quality and effectiveness of these interventions to ensure that they are rigorous, disciplined, and high-impact

Coach Teachers Toward Instructional Excellence

Create and execute development plans by using a range of coaching strategies to improve teacher effectiveness

- Provide hands-on coaching to GS teachers and students to help them reach GS academic goals
- Observe lessons and provide on-going, specific, actionable, positive and constructive feedback to ensure that teachers can translate the feedback into improved instruction
- Model great instruction in your own teaching
- Effectively plan both full summer units; guiding teachers through the entire backwards planning process during orientation

Facilitate High Quality Professional Development During Orientation Week

Accurately identify and prioritize development needs by maximizing the impact of formal PD time to ensure that all sessions are thoroughly and thoughtfully planned as well as engaging and actionable

- Design and run high-quality professional development sessions
- Work with each team member to set clear, measurable, outcome-oriented academic goals for the summer and plan next summer's profession development opportunities around those academic goals

Serve As an Active Member of the School Leadership Team

- Reinforce the BCNY and GS mission with staff and inspire them to act on the Mission every single day. Exude urgency, excellence and optimism. Use the Mission as a Litmus Test for school-based decisions and to provide focus when prioritizing what will have the greatest impact on students. Instill your staff with a feeling that they are contributing to something greater than themselves
- Reflect on actions and adjust behavior and systems accordingly. Ask regularly for feedback. Model humility and admit mistakes. Seek out Thought Partners
- Maintain robust personal organization system. Plan each day and week to ensure that all tasks are top priorities and are addressed/accomplished on time
- Partner with the Director of Camping, Dean of Students, other BCNY leadership staff and students to support efforts in Character Development and Camp Culture. Facilitate meetings with parents when discussing a students' academic progress
- Support teacher and camp counselors in developing their leadership skills

Skills and Characteristics

- Have knowledge of essential content, standards, project-based learning and highly effective teaching strategies in at least two subject areas
- Have a history of effectively coaching both new and experienced teachers
- Have strong instructional classroom management and discipline skills
- Have excellent communication skills
- Possess the belief that all children can learn
- Have maturity, humility, strong work ethic, sense of humor, and a "roll-up-my-sleeves" attitude

Educational background and work experience

- Bachelor's degree from a competitive college or university. Masters preferred.
- At least 3 years of teaching experience with a record of high student achievement
- Experience managing others in an educational setting a plus.