



Upper School Academic Dean

Lawrence School seeks a dynamic and forward-thinking Academic Dean to lead all aspects of the Upper School (grades 7-12) academic program. Using an approach of "who we serve (student profile), how we serve (curriculum and instruction) and the way we serve (professionalism and care)," the Academic Dean will help set the course for Lawrence School's academic future. While aligning the school's curriculum with the Lower School (grades K-6), they will research and implement best practices for teaching and supporting students with learning differences. The Academic Dean is a senior member of the Upper School's leadership team and is instrumental in fulfilling the school's mission.

Why work at Lawrence?

For more than 50 years, Lawrence School has delivered academic excellence to students with dyslexia, dyscalculia, dysgraphia, and ADHD. Through professional development and continuous on-site training, our talented faculty of educators reach beyond their content areas to become experts in the way learners process information. Our signature small class sizes and supportive environment allow teachers and students alike to find unparalleled success.

Full Time, 12-Month Employee, Sagamore Hills Campus

JOB DUTIES:

- Conducts research to create and update the school's specialized curriculum, ensuring that programs and services introduced are proven effective for students with learning differences
- Leads training with faculty members regarding the school's Specialized Instructional Methods, including but not limited to: Key Comprehension and Key Vocabulary Routines, Visualizing and Verbalizing for Language Comprehension and Thinking, Multisensory Math and the research based routines found in the Lawrence Way. Continually supports effective implementation of these methods
- Drives new initiatives in the academic department, toward the goal of continuing to develop and improve the school's programs and services
- Plans for weekly Professional Learning Community meetings and in-service training programs, in consultation with other members of the administrative team.
- Ensures the master high school and middle school teaching schedules meet the needs of the students, teachers, and school.
- Maintains confidential student records, updates information, ensures accuracy, and shares discreetly for staff collaboration purposes
- Supports school operations through attendance at events and programs, including: parent/teacher conferences, convocation, commencement, and more

REQUIRED EDUCATION, EXPERIENCE, AND SKILLS:

- An intrinsic desire to celebrate students who learn differently, relate to their experiences, honor their perspectives, and support their growth
- Master's degree in Education required (or must be secured during tenure in role), with a specific focus on curriculum and instruction strongly preferred.
- 7-10 years of school-based experience required; candidates with experience in a school for students with learning differences will be given priority consideration.
- Proficient use of technology, including an understanding of databases, such as EduClimber; digital collaboration tools, such as Sharepoint; and office tools, such as Google Workspace
- Excellent written, verbal, and interpersonal communication
- A commitment to detail/accuracy, timely implementation, and quality performance
- Ability to build positive relationships; exercise discretion and sound judgment; and present a calm, grounded demeanor that emphasizes support and problem solving
- An affinity for Lawrence School and the ability to align actions and decisions with the institution's mission, vision, and guiding principles

SCHEDULE:

Twelve-month position that follows the academic calendar with occasional evening and weekend hours
Monday-Friday, 8:00 a.m. - 4:30 p.m.

TO APPLY:

Hiring Manager: Mr. Jason Culp, Head of Upper School Campus, jculp@lawrenceschool.org

Email a cover letter, résumé, and three professional references no later than Friday, April 21. No phone calls please.

Lawrence is the school of choice for students who learn differently. A co-ed, independent K–12 day school located in Northeast Ohio, we draw families from more than 90 communities and welcome a student body of 350+. We know great minds don't think alike!

Lawrence School welcomes students, staff, and trustees of all ages, races, colors, religions, sexes, genders, sexual orientations, disabilities, handicaps, and national/ethnic origins to all the rights, privileges, programs, and activities made available at the school. Lawrence School does not discriminate in administration of its education or admission policies, hiring practices, tuition assistance, or other school-related initiatives.