



Upper School Dean

Reports to: Assistant Headmaster

Employment Type: 12-month, Full-time, exempt

Supervises: Upper School Teachers, Upper School Student and Teacher Support Staff, and Office Assistant for Upper School.

The Upper School Dean serves on Capstone's leadership team and is responsible for leading and managing all aspects of the Upper School program in support of the academy's mission to cultivate wisdom and virtue and to pursue what is Good, True, and Beautiful from a biblical worldview.

General Teamwork:

- Model the academy virtues (Gryphon's Weapons) and academic philosophy of classical Christian education in word and deed.
- Pray for Capstone Classical Academy's board, leadership team, faculty, staff, and families.
- Represent Capstone Classical Academy's mission, and most importantly, Jesus Christ, by submitting to the Holy Spirit in interactions with colleagues and families to the glory of God.
- Assist the Headmaster and Assistant Headmaster with tasks as needed and directed to help them to serve families, faculty, and staff with excellence.
- Serve as a member of the Leadership Team, contributing to school-wide initiatives through collaboration with the team.
- Contribute to the refinement of the classical and Christian vision, traditions, structures, and policies of Capstone.
- Provide helpful observations and critique to the Headmaster and Assistant Headmaster for the purpose of helping them to improve Capstone's service to its families, faculty, and staff, and to foster the growth of programs with excellence.

The Role of Dean

- Provide supervision, mentoring, and support for the teachers and staff of the Upper School.
- Recommend to the Headmaster new hires for the upper school and terminate employment of upper school faculty and staff members who are unable to meet Capstone standards.
- Work collaboratively with the Lower School leadership and faculty to ensure one cohesive program and culture at both levels.
- Collaborate well with the Activities Director to ensure graceful partnership between core academics and co-curricular activities.
- Partner with parents to create a robust working relationship and rapport on behalf of the students for God's glory.



The Role of Dean (continued)

- In cooperation with the Lower School Dean, create teaching, duty, and volunteer schedules for each school year.
- Work with the Leadership Team to evaluate and develop curriculum in a regular curriculum cycle.
- Work with the staff to insure that all instructional materials and supplies needed to operate are ordered by appropriate staff.
- Educate regarding and enforce handbook policies and recommend policy changes and updates to the Headmaster and Assistant Headmaster.
- Cultivate a Kingdom culture within the school community by encouraging and supporting habits, traditions, and practices that orient hearts toward Christ.
- Provide direction and supervision to the House Program through relationship with the House Stewards (student leaders) and House Council (parent volunteers).
- Provide direction and supervision to the delivery of Chapel and Lauds programming through collaborative work with faculty and staff.
- Cultivate student hearts for Christ through supervision of discipline practices that shepherd children's hearts.
- Support the Admissions Office through cooperative efforts to showcase Upper School programs for the community.
- Ensure that spending for campus programs and supplies stays within budget provided by the Headmaster and Director of Finance.
- Make budget recommendations to the Assistant Headmaster and Director of Finance as they plan each year's annual budget so that students and staff are served well.

Salary and Benefits

- Salary is competitive and commensurate with qualifications and experience.
- Generous PTO with school holidays plus three weeks paid vacation.
- 90% of employee health insurance premium paid by the academy with HSA contributions by the academy (if HSA qualifying plan selected).
- Retirement plan with employer matching.
- Generous professional development funding.
- Priority consideration for tuition support (up to 75% per child; application required).