



## **JOB DESCRIPTION**

### **Dean of Instruction**

**Alternatives in Action is a non-profit organization that works with youth who have leadership potential and prepares them for college, career AND community.** Alternatives in Action is committed to building opportunities for youth with leadership potential to take charge of their life and make positive changes in their communities.

This position would serve Alternatives in Action High School (AIAHS) located in East Oakland. Our charter high school focuses on supporting 165 youth who have not been successful in traditional learning environments be college, career and community ready through intensive community-building, youth leadership development, project-based learning and youth-adult partnerships. Our AIAHS staff and student population is diverse and committed to quality work and community-building.

#### **POSITION OVERVIEW:**

The Dean of Instruction is responsible for ensuring that the instructional program at Alternatives in Action High School is of the highest quality, aligned with state and national standards, and focused on meeting the needs of all students. The Dean of Instruction will lead the development and implementation of instructional practices and policies, provide instructional support and professional development for teachers and staff, and work collaboratively with the school leadership team to improve student outcomes.

As the Dean of Instruction at Alternatives in Action High School, you will play a pivotal role in shaping the academic vision and instructional strategies of our unique and progressive learning community. Reporting directly to the Principal, you will be responsible for ensuring the delivery of high-quality, innovative, and inclusive educational programs that empower students to excel academically, socially, and emotionally. You will collaborate with a team of passionate educators, support staff, and community partners to create a nurturing and engaging learning environment that fosters students' holistic growth and prepares them for success in college, careers, and beyond.

**The ideal candidate for this position would:**

#### **Major Responsibilities:**

**Develop and Implement Curriculum:** The Dean of Instruction will be responsible for:

- Develop and articulate a clear and coherent instructional vision aligned with the AIA's school's mission, values, and educational philosophy.
- Designing, implementing, and evaluating curriculum and instructional programs that are aligned with state and national standards. This includes developing strategies for



differentiated instruction, technology integration, and academic support for students who are struggling.

- Foster a positive and collaborative learning culture among the faculty, promoting continuous improvement and professional development.
- Lead curriculum development and alignment efforts, integrating state standards, project-based learning, and culturally relevant practices to meet students' diverse needs.

**Lead Instructional Support:** The Dean of Instruction will be responsible for:

- Overseeing instructional support, including curriculum development, teacher training and professional development, student assessment, and data management & analysis. This includes leading the development of a data-driven culture where student performance data is used to improve teaching and learning.
- Observing and evaluating teachers' instructional practices, providing constructive feedback and support to enhance teaching effectiveness.
- Manage and supervise all members of the Instructional Programs team.
- Work closely with the counseling team to develop academic and social-emotional support programs for students, fostering a safe and inclusive learning environment.
- Facilitate initiatives to enhance student engagement and encourage active participation in school life.
- Plan and facilitate professional development opportunities for faculty and staff, keeping them abreast of best practices and educational innovations.
- Encourage a culture of continuous learning and growth among the school community.

**Collaborate with School Leadership:** The Dean of Instruction will be responsible for:

- Working closely with the school's leadership team to develop and implement school-wide initiatives that support student learning, growth, and development.
- Participating as a key member of the school's leadership team, collaborating with the team and the Executive Director (or interim), and other key staff to ensure that the school is meeting its goals.
- Prepare and submit necessary reports related to academic achievement, assessments, and program effectiveness.

**Manage Budget and Resources:** The Dean of Instruction will be responsible for:

- Managing the budget and resources allocated to the instructional program.
- Ensuring that all resources are used effectively and efficiently to support student learning and achievement.

**Engage with Families and Community:** The Dean of Instruction will be responsible for:

- Working collaboratively with families, community partners, and stakeholders to build strong relationships and partnerships that support student learning and achievement.



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- Engaging stakeholders in decision-making processes and communicating school initiatives effectively.

**Qualifications:**

- Master's degree in Education or related field
- At least 5 years of experience in instructional leadership
- Strong knowledge of instructional best practices, curriculum development, and assessment
- Proven experience as an instructional leader, preferably in an urban or alternative education setting
- Deep understanding of culturally responsive teaching practices and a commitment to equity and inclusion.
- Strong communication and interpersonal skills
- Strong leadership and management skills
- Ability to adapt to a dynamic and fast-paced educational environment.
- Ability to work collaboratively with staff, families, and community partners
- Experience with charter schools and/or alternative school settings preferred

**Salary and Benefits:**

The salary for the Dean of Instruction will be competitive and commensurate with experience. Benefits may include health insurance, retirement plans, and paid time off.

This is an excellent opportunity for an experienced instructional leader who is committed to creating a high-quality educational experience for all students. If you are passionate about education and have the skills and experience required for this position, we encourage you to apply.

**Position title: Dean of Instruction**

**Classification: Full-time, exempt, salaried.**

**Compensation: Commensurate with experience**

**BENEFITS:**

100% Premium Medical/Dental, 403(b) Retirement Option

For more information about Alternatives in Action, please visit our website  
[www.alternativesinaction.org](http://www.alternativesinaction.org)



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To apply, please submit the following documentation by email to:  
[hr@alternativesinaction.org](mailto:hr@alternativesinaction.org), attention Human Resources. Enter the job title in the subject line.

1. Resume
2. Cover letter
3. Copy of all relevant credential(s)

Thank you for applying. If you are being considered for the position, you will be contacted. Alternatives in Action is an equal opportunity employer.

*NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.*