La Salle College High School seeks a Dean of Academic Affairs commencing with the 2016-2017 academic year.

La Salle seeks an educator with successful teaching and administrative experience at the secondary level, and appropriate graduate degree(s) to join a dynamic team of school leaders and a faculty of diverse talents and backgrounds. The ideal candidate will

- be committed to the full mission of La Salle College High School that values the development of young men of faith within a human and Christian education.
- have the ability to facilitate strong academic programs which foster the development of robust preparation for college success within the interplay of twenty-first century skills for lifelong learning.
- grasp the potential for digital technologies to transform teaching and learning as well as school operations and be able to contribute to ongoing efforts in both areas.
- have strong academic, communication, organizational and inter-personal skills.

As a member of the Principal’s leadership team, the Dean works under the direction of the Principal in providing academic leadership and support, most specifically in the operations of the academic program.

The Dean of Academic Affairs

- assists the Principal and leadership team in the development and implementation of faculty meetings and professional development days.
- collaborates closely with the Director of Curriculum, Instruction and Assessment in matters related to the general operation of the academic program working to develop mission-based and effective solutions to both short- and long-term school issues.
- oversees the daily operation of faculty attendance and substitutions.
- works with the Principal and the Director of Curriculum in the process of faculty evaluation and class observation.
- serves as a member of appropriate Board of Trustees Committees and as a member of the Admissions Committee.
- supervises the generation of the master schedule, working with the Scheduler to ensure responsive solutions to the contemporary needs of teachers and learners.
- supervises grade reporting to students and communications from staff to students regarding academic progress and is also responsible for the flow of information from the Admissions Office pertaining to registration of students and to the College Counseling Office for accurate recording of academic transcripts.
- in coordination with the Principal, prepares and transmits appropriate annual demographic and statistical reporting to external agencies.
- co-chairs the Academic Council and oversees the work and budgets of department chairs, including the general procurement of books and supplies.
- in conjunction with other administrators and staff, plans for and executes details related to the Annual Honors Convocation and Commencement exercises.
The Dean teaches academic classes as assigned by the Principal and undertakes appropriate continuing professional development.

The Dean performs other duties as assigned by the Principal.

La Salle College High School is an independent Catholic college preparatory school for young men founded in 1858. La Salle emphasizes a broad and balanced human and Christian education in the tradition of St. John Baptist de La Salle and within an international network of Lasallian schools. Dedicated to the education of the “whole student,” La Salle welcomes students from a variety of backgrounds, from more than 100 feeder schools. La Salle seeks to guide students in the development of God - given talents and fosters a commitment to academic excellence, service, and leadership." On average, 100% of the graduating class goes on to college.

La Salle students consistently excel in academics, athletics, the arts, and community service. The Class of 2016 numbers 28 National Merit recognized students. Over the past decade, on average, one in three seniors has been named an AP Scholar. A certified Microsoft IT Academy, La Salle has been featured as among the nation’s 100 most innovative technological programs. The school boasts a nationally-recognized speech and debate program and regularly competes in and attains league, district and state athletic championships. 40% of the students participate in music and theater programs. La Salle students also work in local, regional, national and international service programs throughout the school year. La Salle initiated an evolving one-to-one tablet computer program in 2013. By 2016, all students will use tablet computers for academic work.

This is a twelve-month administrative position which will commence during the summer of 2016. Salary and benefits highly competitive. A generous professional development program is available to all faculty and staff.

La Salle seeks applicants from diverse backgrounds and interests committed to the mission of the school. Applicants for this position should submit the following materials in electronic digital form (pdf preferred) prior to February 1, 2016:

- a letter of interest
- a statement of vision for the position, explaining the key challenges for an academic administrator in a Lasallian school in the twenty-first century (500-750 words)
- a complete resume of education and experience.
- the La Salle College High School Employment Application.

Application materials must be sent via email to

Mrs. Phyllis Wells, Human Resources
wellsp@lschs.org