



Join our JP II Cardinal Family *Dean of Academics*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: January 3, 2024

Posting Close Date: Until Filled

Position Start Date: July 1, 2025

Location: John Paul II High School, Plano, Texas

The Dean of Academics serves as the academic leader of the school and has the responsibility for ensuring one of the key outcomes of the school's strategic plan – outstanding intellectual formation of students and faculty. As a direct report to the Principal and a member of her leadership team, the Dean of Academics is a visionary for the school who uses that ability to inform the development and ongoing review of the academic curriculum and programming of the school. The Dean is sustained by the Gospel message and finds joy in serving as a missionary disciple for Jesus Christ.

Position Requirements

- Both an undergraduate and masters degree required (masters degree in Catholic School Leadership preferred).
- Maintains credentials through professional development, e.g., workshops, courses, and independent study.
- Strong familiarity with basic MS Office suite of tools, Google Suite, social media and the ability to learn and use database programs.
- The ability to adapt to changes in the work environment, manage competing demands and deal with frequent change.

Essential Duties and Responsibilities of the Position

- Provides leadership to department chairs and faculty, and manages the processes by which instruction and assessment are administered to students.
- Implements best practices in curriculum, pedagogy, and assessment, based on current research on learning and high school education.
- Ensures that curriculum articulation is up-to-date, aligned within departments, and communicated effectively.

- Oversees standardized testing with the AP coordinator and PSAT coordinator, ensuring that data is used appropriately both for student support and for gleaning information about our academic program.
- Oversees all aspects of the course request process including student, teacher, and parent communication.
- Assists the Principal in the TCCB ED accreditation process.
- Oversees the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Assists or is involved in the implementation of all Diocesan and JPIIHS policies.
- Uses outstanding leadership skills to supervise departments; manage department chairs and provide leadership formation for them; plan and lead monthly department chair meetings; and observe and supervise faculty in the development and implementation of curriculum and assessments by providing helpful feedback for faculty growth.
- Develops and maintains positive working relationships with other school professionals.
- Builds trusted relationships with students, parents, faculty, and staff.
- Maintains confidentiality of communications regarding all school business.
- Respectfully communicates and problem-solves with colleagues.
- Sound judgment; supports and explains reasoning for decisions; includes appropriate people in the decision-making process.
- Follows JPII's [Communication Norms](#).
- All other duties as assigned.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Application Procedures: Complete the Diocesan [application process](#).

Letter of interest and current resume, including significant accomplishments, to:

Mr. Mark Crawford
 Human Resources Manager
markcrawford@johnpaulihs.org

Salary: Commensurate with experience.

Benefits:

- 100% Premium-paid employee coverage for Medical, Dental*.
- Employer-paid Life Insurance, up to \$50,000.
- Paid Maternity/Paternity/Adoption Leave*.
- Vision, Long-term Disability, purchase of supplemental Life Insurance for employee and dependents*.
- Medical & Dependent Care Flexible Spending Accounts.
- Generous Retirement Savings Plan 403(b)*.
- Generous Paid Time Off.
- Tuition Discounts available after 2 years of employment.

**some restrictions apply*

Interviews conducted as needed.