



opportunity unlocked

SUMMER ACADEMIC DEAN

Organization Summary: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary: The Summer Academic Dean will oversee all aspects of the five-week Summer Scholar Immersion and Placement Program, with support from the Chief Program and Equity Officer and Director of Admission and Placement. He/she will provide leadership and oversight of Oliver's summer educational components, including but not limited to, curriculum, instruction, administration, and evaluation of the Program for rising sixth-, eighth-, and ninth-grade students.

Responsibilities:

- Assist with planning and coordination of the five-week program experience along with the Chief Program and Equity Officer and Director of Admission and Placement
- Lead orientation sessions during the last week of June, based on staff handbooks and other information provided by Oliver administration
- Ensure that Oliver's curriculum, instruction, and educational objectives meet the academic rigor needed at independent schools
- Manage academic instructors, conduct observations and provide feedback
- Ensure all student reports and program evaluations are completed and submitted to administration for every student
- Ensure smooth day-to-day administrative functioning of the academic program
- Lead weekly meetings with teaching staff
- Lead the remediation efforts as student concerns arise
- Represent Oliver's philosophy and policies in a manner that fosters cooperation and respect among summer staff, students, host institutions, and full-time staff
- Help set an appropriate tone for the community as described in handbooks and other program documents
- Develop and implement a process for running emergency drills, including fire drills and any others required by the program, host institutions, and local guidelines
- Attend the week-long residential component of the program to continue the academic oversight of the boarding-school week

Qualifications:

- Bachelor's degree in education or related field required; Master's Degree preferred

- 5 or more years of teaching experience required
- Experience developing educational content
- Experience managing staff
- Knowledge of independent schools preferred
- Outstanding speaking, writing, and editing skills
- Deep knowledge of the principles of teaching students
- A mission-driven individual with a belief in and commitment to Oliver's mission and values
- A flexible and creative individual with the ability to find alternative ways to connect with students
- Emotionally mature community leader with a good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations
- A good listener who is comfortable giving feedback

HOW TO APPLY: For consideration, please forward your cover letter and resume to Teacherjobs@oliverscholars.org. Please note, "**Academic Dean – [your last name]**" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.