



## **Job Description: Indy Summer Learning Labs – Academic Dean**

**Organization:** The Mind Trust

**Reports to:** Jazmin Sanders, Director of School Support and Out-of-School-Programs

**Start Date:** May 2025

**Location:** Marion County, IN

**Engagement Type:** Contractor/Service Agreement

**Time Commitment:** Anticipated May hire date through July 25, 2025

**Note About Hiring:** ISLL anticipates hiring four Academic Deans for the Summer 2025 program. Site/Teacher cohorts will be assigned based on the grade level and/or content area expertise of the Academic Deans.

### ***Initiative Overview***

The program began in 2021 when The Mind Trust (TMT) and the United Way of Central Indiana (UWCI) partnered to launch the Indy Summer Learning Labs (ISLL) program. This initiative was created to help address academic gaps in Marion County students caused by disruptions from the COVID-19 pandemic and has since expanded to accelerate students' learning. The program combines focused instruction with engaging summer activities, aiming to bridge learning gaps in math and reading. The program has grown significantly over the years, showing consistent success in improving student proficiency in both English Language Arts (ELA) and Math.

- **2021:** ISLL served nearly 3,000 K-8 students across 38 sites, leading to a 20% increase in English Language Arts (ELA) scores and a 27% increase in Math scores, with significant gains.
- **2022:** The program expanded to 39 sites, serving 5,000 students, with a 25% increase in ELA and a 24% increase in Math scores.
- **2023:** ISLL grew to 44 sites, reaching approximately 5,000 students, showing an average growth of 23.5% in ELA and 22% in Math.



- **2024:** The program expanded further to 52 sites, serving nearly 5,300 students, and saw a 26% growth in ELA and a 24% growth in Math proficiency.

A [detailed report](#) offers insights into the program's 2024 outcomes.

Indy Summer Learning Labs will continue their impact in June and July of 2025, aiming to serve 5,500 students. Funding has been secured from the Indiana Department of Education to ensure the program's fifth year continuation. Programming is scheduled to run for six weeks from June 9 through July 18. This includes one week devoted to teacher training and five full weeks of instruction. Lavinia RISE will once again provide the curriculum and instructional practices. This upcoming year will maintain its primary focus on Indianapolis' underserved neighborhoods, emphasizing partnerships between diverse community organizations and multiple schools to amplify its impact.

### ***Role***

The Academic Dean plays an integral role in the facilitation and administrative oversight of the summer learning program. Individuals in this role must be committed to ensuring the efficacy of the programming and embrace the goal of significant academic growth in ELA and Math for participating students. As a function of this role, site leaders and teachers will be supported in understanding the curriculum—how to plan and effectively execute lessons—and their responsibilities as teachers and site leaders with Indy Summer Learning Labs. While formal venues for orienting and training teachers are built into the program, the Academic Dean provides ongoing oversight and support throughout the programming to maintain high-quality learning for students. They ensure fidelity to the program design by monitoring learning conditions, data collection, and the implementation of in-person instruction. Academic Deans work collaboratively with Site Leaders and supervising teachers to ensure that the teachers delivering in-person instruction meet expectations in their responsibilities, foster positive classroom culture, and provide differentiated support to ensure all teachers deliver high-quality instruction.



### ***Position Responsibilities***

- **Manage Teachers and Learning:**

The Academic Dean will support a cohort of teachers and ensure the teachers deliver high-quality instruction that aligns with the Lavinia RISE curriculum. The Academic Dean will monitor teacher attendance and fulfillment of teaching requirements, providing feedback and coaching to help teachers meet performance expectations. They will serve as the point of contact for teacher absences, ensuring that students always have a prepared teacher and a strong lesson plan. The Academic Dean will observe teachers daily, providing feedback and interventions to ensure academic rigor and continuously improve the teaching process.

- **Accountability Meetings with Site Leaders:**

The Academic Dean will facilitate regular accountability meetings with site leaders to review program progress, address challenges, and ensure alignment with program goals and expectations. These meetings are critical for identifying areas of strength and areas needing improvement across the sites. The Academic Dean will provide targeted support to site leaders to enhance instructional leadership and help ensure that overall program goals are met. Through these meetings, the Academic Dean will also identify resource needs and strategies to support site leaders in fostering a successful learning environment.

- **Instructional Support:**

The Academic Dean will provide ongoing instructional support to teachers, offering coaching on curriculum implementation and classroom management. This includes addressing instructional challenges in real-time, offering creative solutions, or connecting teachers with additional resources when necessary. By providing tailored support, the Academic Dean will help teachers navigate challenges and refine their instructional practices to maintain a high level of academic rigor and student engagement throughout the program.



- **Teacher and Student Rostering:**

The Academic Dean will be responsible for owning and supporting the rostering of teachers and students to the assessment platform for the assigned cohort of sites. This includes ensuring accurate and up-to-date records are maintained for both teachers and students, facilitating smooth implementation of the program. The Academic Dean will collaborate with site leaders to troubleshoot and resolve any rostering issues, ensuring that all teachers and students are properly aligned with the assessment tools necessary for the program's success.

- **Create & Execute Systems:**

The Academic Dean will create and implement systems that support their job functions in alignment with the overarching program design. This includes developing systems for managing teacher attendance, pre- and post-test participation and completion, classroom observations, and teacher actions. These systems will help streamline processes, ensuring that all program components are running smoothly and efficiently. Additionally, the Academic Dean will monitor and report on teacher and student data, ensuring it aligns with the program's standards and goals.

- **K-8 ELA & Math Instructional Expertise:**

The Academic Dean will deeply internalize the Lavinia RISE ELA and Math curricula to effectively support teachers across multiple community learning sites. While teachers will receive formal training from Lavinia Group, the Academic Dean must be ready to provide context-based solutions for challenges that arise beyond formal training. The Academic Dean will make themselves available to teachers as either a bridge to the right resources or by providing solutions directly. They will also collaborate with program leaders to support decision-making and provide input regarding the academic and instructional components of the program.

- **Teacher Point of Contact:**

As the main point of contact for teachers, the Academic Dean will triage all requests and questions, working closely with the Morales Group (the temporary staffing agency that employs the program's instructional staff), Lavinia Group, and the program team. This includes



responding to questions about curriculum, student progress, attendance, and any other issues that may arise during the program. The Academic Dean will ensure clear and efficient communication channels between teachers and other program stakeholders to facilitate quick resolutions to any concerns.

- **Troubleshooting and Problem Solving:**

The Academic Dean will be responsible for addressing and resolving challenges that arise during the program, either independently or in collaboration with other partners. This may include logistical issues, instructional hurdles, or concerns related to program implementation. The Academic Dean must be proactive in identifying potential challenges and finding solutions to keep the program on track.

- **Material Procurement Checks:**

The Academic Dean will oversee the procurement of instructional materials necessary for effective teaching at all assigned program sites. This includes conducting weekly checks to ensure that each site has ordered the required materials from Lavinia RISE. They will communicate regularly with site coordinators to confirm the status of material procurement and ensure that all resources are in place before the start of the program, allowing teachers to begin instruction without delay.

- **Collaborate with Supervising Teachers:**

The Academic Dean will work closely with supervising teachers to enhance teaching practices, monitor curriculum fidelity, and address any concerns related to attendance or instructional quality across program sites. By maintaining consistent communication with supervising teachers, the Academic Dean will ensure that the curriculum is implemented effectively and that any obstacles to student learning are addressed in a timely manner. This collaboration will help strengthen the overall instructional quality and impact of the program.

### ***Qualifications***

- Deep commitment to educational equity, community partnerships, and transformational change



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- Significant leadership experience in school-based education programs for K-8 students
- Excellent coaching skills, especially coaching teachers and student teachers
- Proven orientation to and experience with culturally relevant pedagogical practices
- Highly organized and detail-oriented with demonstrated ability to execute complex projects and manage multiple tasks and stakeholders
- Ability to operate with autonomy and function in a high-energy, dynamic environment
- Track record of strong relationship management and/or customer service
- Critical thinker who displays good judgment in problem solving and troubleshooting
- Excellent written and verbal communications skills
- Strong experience with managing data systems and spreadsheets
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning
- Preference will be given to candidates with many years of experience working in Indianapolis-based schools

### ***Compensation***

The compensation for this role is a \$15,000 service agreement as a contractor of The Mind Trust.

ISLL anticipates that the Academic Deans will be responsible for the following from the time of hire (anticipated start in May) through July 25.

- Attend planning calls
- Attend all sessions and review the Lavinia RISE curriculum training
- Create systems for tracking and monitoring teachers and community sites
- Create site visit schedules and tools for evaluating instruction and class culture
- Create a communication plan for teachers and site directors
- Build relationships with their cohort of teachers and assigned sites via site directors (schedule introduction calls)
- Conduct accountability meetings with site leaders
- Providing instructional support for teaching staff



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- Support rostering of teachers and students of assigned cohort to the assessment platform

Academic Deans will work more intensively (20-30 hrs/week) during teacher training and the student programming. The stipend covers the responsibilities of the role identified above.

**How to apply:** Please send a cover letter and resume to Jazmin Sanders, Director of School Support and Out-of-School Programs, at [jsanders@themindtrust.org](mailto:jsanders@themindtrust.org).

