



Academic Dean, Indy Summer Learning Labs (Summer Contract Role)

Organization: The Mind Trust

Reports to: Laura Palacios, Senior Director of ISLL

Start Date: May 2024

Location: Marion County, IN

Commitment: Contract, May Hire Date through July 24, 2024

Note About Hiring: ISLL anticipates hiring four Academic Deans for the Summer 2024 program. Site/Teacher cohorts will be assigned based on the grade level and/or content area expertise of the Academic Deans.

Initiative Overview

In 2021, the United Way of Central Indiana (UWCI) and The Mind Trust (TMT) united efforts, launching the Indy Summer Learning Labs to aid academic recovery after the COVID-19 disruptions. This initiative, supported by philanthropic contributions and state grants, significantly impacted almost 3000 K-8 students across 38 school and community sites in Marion County. A [detailed report](#) offers insights into the program's past outcomes. The most recent outcomes are currently being analyzed; however, the academic results collected are consistent with those from previous years and indicate significant increases in student learning.

The Indy Summer Learning Labs will continue their impact in June and July of 2024, aiming to serve 5,500 students. Funding has been secured from the Indiana Department of Education to ensure the program's fourth-year continuation. Programming is scheduled to run for six weeks from June 10 through July 19. 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. Persons 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 a teacher and site leader 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 the learning conditions, data collections and implementation of the in-person instruction. Academic Deans work collaboratively with Site Leaders and supervising teachers to ensure that the teachers delivering in-person instruction are meeting expectations in their responsibilities, fostering positive classroom culture, and will provide differentiated support so that all teachers provide high-quality instruction.

Position Responsibilities

- **Manage Teachers and Learning:** The Academic Dean will support a cohort of teachers and ensure teachers are delivering high-quality instruction in accordance with the Lavinia RISE curriculum and techniques. The Academic Dean monitors attendance and fulfillment of teaching requirements in order to provide support and feedback that coaches teachers up to the performance expectations needed for effectiveness. The Academic Dean serves as the point of contact for absences and executing processes to ensure students have a prepared teacher and strong lesson all days of the summer program. The Academic Dean is expected to observe teachers and provide feedback and coaching on a daily basis for the duration of the program with feedback and intervention to support academic rigor.
- **Create & Execute Systems:** The Academic Dean will create systems to carry out their job functions in accordance with the overarching program design, with support from the Program Director. The Academic Dean will create communication systems that fit what teachers need and ensure delivery of high-quality programming to students. This includes managing teacher attendance, pre and post test participation and completion, and all



necessary student data reporting. A system to manage classroom observations, teacher actions, and requests from the teachers managed will also be essential.

- **K-8 ELA & Math Instructional Expertise:** The Academic Dean will internalize and deeply understand the Lavinia RISE's ELA and Math curricula in order to support teachers through both formal and informal venues. While teachers will receive formal training by Lavinia Group, teachers will be leading instruction across multiple community learning sites that may require context-based solutions that go beyond what Lavinia training will provide. The Academic Dean must make themselves available for teacher support as either a bridge to the right source or providing resolutions of their own design. The Academic Dean supports the program leaders in decision-making and thought partnership when corresponding with the academics and instructional components, while serving as the liaison between teachers and program direction.
- **Teacher Point of Contact:** The Academic Dean will be the main point of contact and triage all requests and questions from teachers, working in partnership with Morales Group, Lavinia Group, and the program team.
- **Troubleshooting and Problem Solving:** The Academic Dean will be tasked with creatively problem solving and addressing challenges that arise, either independently or in coordination with other partners.
- **Material Procurement Checks:** The Academic Dean will oversee that all assigned program sites have placed orders for the required instructional materials from Lavinia RISE necessary for effective teaching. They will conduct weekly checks and communicate with site coordinators to confirm the procurement status of materials, ensuring that each location has acquired the necessary resources to support teachers in implementing the curriculum effectively before the start of programming.
- **Collaborate with Supervising Teachers:** The Academic Dean will collaborate closely with supervising teachers, actively engaging in the enhancement of teaching practices and offering coaching support where necessary. Their primary focus will be on ensuring effective communication to monitor curriculum fidelity, capturing of attendance, and other concerns that may arise across assigned program sites.

Qualifications



- Deep commitment to educational equity, community partnerships, and transformational change
- 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 \$15,000. ISLL anticipates that the Academic Deans will be responsible for the following from the time of hire through July 19 (~5-10 hrs/week).

- Attend planning calls
- Attend all sessions and review the Lavinia RISE curriculum training
- Create systems for tracking and monitoring teachers and community sites
- Create school 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)

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.



To apply: Please send a resume and cover letter to Laura Palacios,