**JOB DESCRIPTION – ACADEMIC DEAN**

**Job Title:** Academic Dean - Burundi  
**Reports to:** Head of School  
**Location:** Kigutu, Burundi

**Organization Background**

KIA is an ambitious initiative of Village Health Works (VHW) an NGO founded in 2005 in Burundi.

KIA is a secondary boarding school created to educate a new generation of ethical and entrepreneurial young leaders in Burundi.

The students are at the core of their own transformative education at KIA. The school recruits, identifies and selects the most promising students throughout all of Burundi. Those selected have demonstrated not only success academically but have also shown leadership and commitment to improving their schools and their communities.

KIA brings together this cohort of students from a diverse range of backgrounds for a powerful educational and leadership journey over four years. Competencies and skills such as critical thinking, and character development are intentionally folded into a sustained high level of academic achievement. KIA helps these young students to reinvent what is possible in a progressive and intentional sequence throughout their four years of secondary school and their further careers.

One of KIA’s missions is to serve as a model school to help reinforce and enrich the Burundian educational system. In doing so it also prepares the KIA graduates for success in universities within the East African community, within central Africa and Internationally

**Position Overview**

The Dean of Academics fulfills the KIA mission by working with the Head of school for Academic Affairs in the management of curriculum and instruction. The Dean of Academics is appointed, delegated authority, supervised, and evaluated by the HOS. The Dean of Academics serves as the point of contact for all staff, students, and parents. The Dean of Academics provides guidance to ensure that each course is appropriate for students in the regular and summer program and that they align with other course offerings in rigor and scope of content. The Dean of Academics sets a professional tone and serves as a positive role model for staff and students.

**Duties and Responsibilities**

- Supports and adheres to the Code of Conduct and policies and procedures of the school.
- Carefully reviews all program, site, and staff materials for the summer program.
• Collaborates with department chairs to ensure that the academic component of each department or program is meeting expectations.
• Attends assigned training workshops
• Follows all rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff
• Assumes program related responsibilities as requested by administrative staff
• Be knowledgeable regarding administrative policies and procedures that are implemented in academic practices, and help train staff accordingly
• Manages staff conduct issues as they arise through modeling and/or appropriate redress
• Reviews and edits course syllabus, supervising the collection and organization of student evaluations and any other follow-up documents to ensure consistency with course goals and standards for quality and timeliness
• Reviews and provides feedback for course gradebooks and alignment with lessons
• Uses databases and other software to generate, organize, and distribute academic data and documents
• Works with and maintain, as needed, evaluation systems and training staff as needed on the use of each system
• Responds to parent inquiries and concerns appropriately
• Documents administrative procedures and activities to serve the informational needs of both the students and other academic staff
• Informs administrative staff of student or staff concerns as appropriate
• Oversees the process of distributing/assigning academic resources such as materials, equipment, and lab & classroom space as requested
• Oversees tutoring programs
• Tracks and works with teachers to offer appropriate professional development

Qualifications

• Fluence in French and English preferred.
• Master’s Degree
• Three years of successful teaching and/or leadership in instruction, curriculum and assessment experience.
• Certification in administration.
• Have effective communication, listening and organization skills
• Have a good understanding and tolerance of teenagers, Supervisory experience a plus.
• Be presentable and have an approachable manner
• Demonstrated experience in a similar role and in being able to create a caring, friendly and welcoming boarding environment.
• Demonstrated proficient communication and interpersonal skills and has an ability to relate well to staff, students and parents.
• Demonstrated outstanding behavioral management capability.
• Demonstrated understanding and awareness of issues related to students’ development, education and needs.
• Sound organizational skills and the ability to meet all administrative demands and deadlines.
• Outstanding interpersonal and leadership skills underpinned by tolerance, compassion and integrity.

**Salary and Benefits**
Competitive salary, commensurate with experience.

**How to apply**
Qualified candidates are encouraged to immediately submit a CV and a thoughtful cover letter outlining why this position is of interest, exactly how your experience matches the qualifications stated and what you believe differentiates you from other candidates. Additionally, please provide the salary range you are seeking. Submissions without cover letters and salary requirements will not be considered.

Submissions should be in English and sent to: kiajobs2021@villagehealthworks.org. Please include “Academic Dean - Burundi” in the subject line of your email.

*Please note: the selection process will begin on 23rd of July, and the review will continue until the position is filled.*

*Village Health Works considers all applicants on the basis of merit without regard to race, color, religion, gender, gender, age, national origin, disability, marital status, sexual orientation, veteran or military status.*