



POSITION TITLE	Dean of Studies
EMPLOYMENT STATUS	Temporary, Contract - Summer 2024
TIME FRAME	Training and Orientation: June 19 – July 22 Collegiate Experience: June 23 – July 12
LOCATION	Location TBA (outside of state of New Jersey)

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*SEEDS – Access Changes Everything* (formerly New Jersey SEEDS) is a privately funded, statewide, nonprofit organization dedicated to providing educational opportunities to academically talented, financially limited students. SEEDS works with competitive, primarily independent, secondary schools to provide opportunities for highly motivated, academically qualified, and economically disadvantaged students.

*The College Scholars Program* was announced in April 2015 as an immersion experience designed to reach three times as many students in a wider geographic area than SEEDS' existing high school academic initiative. College Scholars participate in academic classes each Saturday during the spring of students' eleventh-grade year, and throughout the twelfth grade. In addition, students take part in a three-week residential session during the summer before their senior year in high school.

#### POSITION OBJECTIVES

The Dean of Studies oversees and manages all academic related affairs as they relate to teachers and Scholars. The Dean works closely with the Head of School (Programs Officer), Dean of Student Advisement & Residential Life to ensure all College Scholars are meeting the program requirements and student concerns are being addressed.

#### PRIMARY RESPONSIBILITIES

- Participate in pre-planning meetings in the spring and post wrap-up meetings in late summer/early fall (dates to be determined)
- Attend a three-day pre-summer training beginning June 19
- Manage schedules of academic program and all faculty members
- Coordinate, schedule, and lead faculty meetings at least 2-3 times per week
- Direct and manage the Study Hall program for College Scholars
- Oversee submission of mid-session and final progress reports by teachers for all College Scholars
- Manage classroom teacher substitution needs when applicable
- Handle distribution and collection of all textbooks/ materials

- Supervise teachers and work in collaboration with all Deans and Student Advisors
- Handle distribution and collection of all textbooks; virtual included
- Oversee submission and distribution of mid-session and final progress reports by teachers for all Scholars
- Visit classrooms on a regularly to observe teachers and track curricula progression
- Assess individual faculty members and communicate observations on a regular basis and at the end of the program
- Track academic progress of all College Scholars and report any concerns
- Attend daily check-in meetings with Deans + Programs Officers

#### **EXPERIENCE AND SKILLS**

- Must have at minimum or currently pursuing a Masters Degree in Education, Sociology or related field
- Must possess excellent project management skills
- Must be excellent at analytical thinking and problem solving
- Must have excellent oral and written communication skills
- Must have knowledge of SEEDS and its mission and programs

#### **ADDITIONAL EXPECTATIONS:**

- Be accessible throughout the academic day
- On-site resident for the length of the entire program
- Review, correct and comment upon written assignments when substituting
- Additional duties as needed

#### **STIPEND:**

- \$4,500 subject to tax withholdings
- Room and board provided

Those interested in applying for a teaching position should send a cover letter and resume to the following address:

SEEDS – Access Changes Everything  
ATTN: Maralyn Baez  
HR, Manager  
[mbaez@seedsaccess.org](mailto:mbaez@seedsaccess.org)

**NO PHONE INQUIRIES**