



**Merit Academy is currently seeking the Dean of Upper School
to join and lead our faculty and school.**

ABOUT MERIT ACADEMY:

Merit Academy is a new school-of-choice in the beautiful mountain community of Woodland Park, CO. This classical, Core-Knowledge® school is currently in the start-up process, with doors opened in August, 2021 at max capacity of 184 with over 70 students on the waitlist. We currently have 504 full and part time students, grades PK-11, in our fourth year. We anticipate several more years of growth as we move through matriculation. There is great need and desire for a classical, public school option in our area.

Merit Academy has catapulted to top ranks within our region in CMAS results and Performance Indicators, and we're the proud recipients of the Gazette's Best Workplaces honor.

At maturity, Merit Academy will serve students PK-12, continuing our commitment to smaller class sizes and a purposeful curriculum for enhanced performance and growth. We also have vast homeschool enrichment opportunities with Merit Academy.

Merit Academy is unique in that it is situated in an area that provides many opportunities for tremendous Rocky Mountain Enhancements. Additionally, to honor our rural culture and demographics, there is a "rocky mountain version" of a uniform, unique to what you may find in an urban and traditional classical school.

Merit incorporates a vertical and horizontal integration within academics and the House System on various Fridays. This careful design not only allows team cohesion among students of all ages and abilities in community and school projects, but it also provides our valued educators with additional collaboration and planning time.

Vision: To graduate students prepared for success in a free society, promoting civic responsibility and contributing their talents in a flourishing republic by pursuing beauty, truth, and good.

Mission: Merit Academy will cultivate the minds and nurture the hearts of K-12 youth in the Ute Pass/Woodland Park region with instruction in the principles of moral character and civic responsibility.

POSITION:

The Dean (principal) is a critical position to the successful operation of Merit Academy. The Dean will work with the Headmaster and other key personnel through the development and growth of the school. This will require great tenacity, enthusiasm, leadership, and encouragement; the ideal candidate will be detail oriented as well as work with the Headmaster's vision towards excellence. The Dean of Upper School will oversee grades 6-12.

It is important that the Dean be courageous, personable, positive and well-spoken. The ideal candidate should possess the ability to communicate charmingly and convincingly about the importance of classical education, particularly in advocating for school choice, community involvement, and staff supports. The Dean will not shy from parental or teacher engagement and will be able to manage conflict in a solution-focused, professional, respectful, and positive manner.



This leader will inspire staff, students, families, and the community through a fervency for Merit Academy and the education, virtues, and free republic that we embrace. This leader will also embrace the “rocky mountain version” of traditional-classical education that makes Merit Academy unique. Ideal candidates must be passionate for an intensive academic program, for an education free of controversial social ideologies, for Merit’s vision and mission, and for our five virtues of valor, perseverance, responsibility, goodness, and friendship.

DUTIES & RESPONSIBILITIES:

- Work with Headmaster to develop and grow Merit Academy toward academic excellence.
- Following the Headmaster’s lead: provide leadership and mentor of upper school staff. Espouse to the steadfast objective of being a high-quality school where educators love to work, teach, and be.
- Develops an inspiring environment focused on academic and character excellence through instruction and coaching.
- Observes, mentors, and coaches Upper School staff.
- Facilitates and oversees staff evaluations and achievement of school objectives.
- Reports to the Headmaster, contributes to professional growth and advancement of self and others.
- Regularly communicate school news, achievements, and celebrations with staff and families.
- Collaborates with the school administrative team, including the Headmaster, CFO, Dean of Grammar School (the primary lead for grades K-5), Intern Dean, and possibly others, as the topics require.
- Understand student interventions and upholds our discipline matrix and consequences when there is an infraction; enacts proper discipline processes: engages in conversations with families, creates a culture that minimizes classroom disruption and encourages a focused learning environment.
- Works with the Headmaster to advance the school culture, growth, virtues, morale, and positive societal contributions as envisioned; creates and follows through with professional development
- Works with the Testing Coordinator or designee in the timely planning, scheduling, and implementation of required Upper School assessments.
- Committed to Merit Academy’s future and embraces the school’s vision and mission.

QUALITIES & CHARACTERISTICS:

- Inspiring, action-oriented, and encouraging leadership that understands and implements the ways-means-ends of our school vision
- Committed to work with the Headmaster regarding the founding objectives and strategic plan
- Moral character, acts with integrity and wisdom
- Holds a conviction and dedication to school choice and Merit Academy’s vision and mission
- Emboldens staff and students to love learning, embrace our virtues, and promote a life of responsible citizenship in a flourishing republic
- Committed to classical education, school choice, and the positive contributive culture of Merit Academy



- Engenders trust and assurances in others through effective, personable communication, leadership, transparency, and kindness

KNOWLEDGE & SKILLS:

- Solid understanding of secondary education, including overall system, classical curriculum, instruction, student behavior, and graduation requirements
- Embraces Merit Academy's vision for excellence
- Well versed in post-secondary paths: College, Military (Academies or Enlist), and Vocational
- Familiar with Colorado State performance measures and overall performance data
- Understanding classical education, and classical education's history and foundation within Western civilization
- Able to lead, inspire, mentor, and assist educators in the crafts of teaching, classroom management, and student/parent connections
- Committed to the Code of Honor, including a willingness to intervene with discipline and parent communications in order to create an effective, efficient, non-disruptive learning environment
- Able to navigate and use NWEA, CMAS, PSAT, SAT and other tools for school performance indicators, student performance assessment, parent and teacher informational tools
- Embraces servant leadership: Provide support to staff to ensure high morale and sufficient resources for quality performance and results
- Communicate with poise, winsomeness, kindness, and humility
- Knowledge of and experience in student support interventions

REQUIRED QUALIFICATIONS:

- Master's degree or higher in education, leadership, or similar
- Minimum of four (4) years of experience at the 6-12 or college levels
- Working history in middle school or high school with curriculum/instruction, student behavior, ICAP, post-secondary readiness indicators, and staff development
- Understanding of high school credits/recovery, attendance, dual or concurrent enrollment, etc.
- Experience working in a leadership and supervisory position
- Understanding and appreciation of Merit Academy's past, present, and future, and our foundational principles
- Colorado Principals License preferred, though not required

REPORTING STRUCTURE:

Reports to the Headmaster. Works with the Headmaster in the oversight of the School of Logic and School of Rhetoric staff. The Dean of Upper School recognizes that these individuals are experts in their field, thus leads respectfully, collaboratively, with encouragement and mentorship, and without unnecessary micromanagement. Oversees the Upper School student body as we further the vision and mission of Merit Academy in our commitment to excellence of academics and conduct.



SPECIFICS:

- 220 day work calendar, July 1-June 30 with a flexible summer schedule
- Salary Starts at: \$82,500, depending on experience
- Health Insurance OR, if employee has ample coverage throughout the year, \$300/mo in-lieu-of health insurance stipend
- Vision, Dental, Life Insurance
- PERA Retirement Plan
- Option to individually invest in a PERA 401K or 457
- 21 Days Sick/Personal Leave/yr
- 15% of grants that the employee applies for and is awarded (grants pre-approved by Headmaster)
- Performance & School-wide bonus opportunities

Application Process:

- Candidates submit cover letter, resume, three reference letters, and responses to the following questions to HR@Merit.Academy
- Questions:
 - Given your knowledge of Merit Academy, what are two important tenets that stand out to you regarding our school? How would you advance those two facets as the Dean of Upper School?
 - When we say we are committed to excellence in academics and conduct, what does this mean to you? How would you incorporate this commitment into the Dean position?
 - Merit Academy's motto is Hodie Determinat Cras: Today Determines Tomorrow. Each of our staff also adopted a Latin motto with purposeful meaning. If you were to draft your own short Latin motto (and English translation), what would it be and why?
- Window for application closes Sunday, February 9.
- Pre-screening calls with the Headmaster will be facilitated as application packets are received/reviewed.
- Final committee interviews will be conducted Feb. 13, 18, or 19, depending on number of interviews needed.