



Central Christian Academy Academic Dean Job Description

Central Christian Academy, located in Wichita, Kansas, seeks an outstanding educational leader to serve as Academic Dean for the 2026-27 school year. The ideal candidate will have a vibrant Christian faith and a track record of successful educational leadership.

Description

- The Academic Dean serves on the Academy leadership team and reports directly to the Superintendent. Depending on experience and qualifications, the Dean will provide leadership in several academic and operational functions of the academy. This position is a full-time (salaried with benefits) position. Salary is dependent upon degrees earned and experience.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose and Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

Professional Requirements:

- Academic leadership experience in an educational setting (Christian school preferred)
- Evidence of service as a successful classroom teacher
- Excellent communication skills both interpersonally and in writing
- Experience in interviewing, hiring and leading staff preferred
- Willingness to agree to follow policies and procedures set forth in the CCA employee manual

Personal Requirements:

- Organizational skills to maintain clear curricular goals and active records
- Strong confidentiality in communications and personal information
- Ability to successfully collaborate with colleagues
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public

Direct Responsibilities:

- Serve as part of the Academy leadership team and attend monthly school board meetings
- Oversee teacher evaluations and mentoring of teachers within the leadership team
- Oversee ACSI accreditation self-study for all academic domains

- Oversee faculty certification (ACSI) and licensure (KSDE)
- Oversee and lead curriculum planning, adoption, and purchasing
- Ensure excellent biblical integration in instruction at all levels of education
- Supervise College Counselor to manage dual credit and college counseling services
- Plan and conduct in-service meetings and professional development activities for faculty
- Oversee continuing education budget and approve tuition and conference requests
- Supervise the Director of Learner Services to meet needs of students with learning differences
- Supervise the Director of Instructional Technology and technology plan
- Supervise the Instructional Coach
- Oversee WIN program for grades 1-6
- Oversee academic testing for grades 1-12 including college entrance testing (PSAT, ACT, etc.)
- Oversee personnel who perform diagnostic testing of new students
- Make academic placements in Math and English for grades 5-12
- Oversee high school graduation requirements and assist the Secondary Principal with 7-12 course requests
- Monitor and communicate with students and families on Academic Warning/Probation

Other Responsibilities

- Serve as building administrator in the absence of the superintendent
- Assist with new family interviews as needed
- Assist with student discipline as needed
- Provide academic advising for students/families as needed
- Attend appropriate school events as a representative of CCA

Education

- Bachelor’s degree required (degree and experience in education strongly preferred)
- Master’s degree in education, administration, or curriculum strongly preferred

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry for a full day of school. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

Acknowledgement:

I acknowledge that I have read the job description and requirements for the Academic Dean position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Apply [here](#)