

## Job Description

### Liberty Tree Academy

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#### Lower School Academic Dean (SY 2026-2027)

**Job Description:** This is a full time, exempt position with a July - June work schedule (208 days). Base standard hours will be 7:30 AM - 4:00 PM on days designated by the school calendar. The school seeks a passionate, experienced educator to serve on the administrative team that will embrace the mission, philosophy, and culture of Liberty Tree Academy. This position will require assisting in extracurricular activities as assigned and duties outside of standard school hours.

**Position Narrative:** The Lower School Dean is accountable to the Headmaster, and is primarily responsible for administering the lower school with consistent, ongoing, and focused professional mentorship of Lower School Faculty, to include lesson preparation, classical pedagogy, administrative tasks, and overall professional growth. The successful candidate nurtures the school's vision, mission, and core virtues; cares about meticulous detail, specifies problems, researches solutions, and trains staff to achieve those solutions; is committed to mentorship and promoting future leaders in the school.

**Reports to:** Headmaster or Headmaster Designee

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Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich.

**Mission:** Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's Founders to preserve and perpetuate liberty.

**Vision:** Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

#### Position Duties and Responsibilities:

- Administer the day-to-day academic operations of the lower school.
- Develop a yearly, overarching professional development in conjunction with the Headmaster's goal for the Lower School, and develop a plan to allocate professional development stipends based on quantity and quality of work
- Implement the induction program for new Lower School faculty
- Develop individual professional goals at the beginning of the year with each Lower School Teacher, rooted in the teaching framework. Periodically revisit progress on those goals
- Observe, evaluate, and provide constructive feedback and opportunities for each Lower School Teacher, with more for new teachers
- Cultivate a faculty culture of expanding and deepening classical pedagogy to nurture challenging and joyful classroom culture
- Provide Headmaster with evaluation recommendations for all Lower School Faculty
- Assist Headmaster in planning and leading Faculty meetings
- Manage and communicate the Lower School testing calendar, as well as any and all dates that impinge on class time, such as low homework nights, drills, assemblies, and Ides.
- Schedule parent-teacher conferences
- Ensure program fidelity and continuity between grades, both in developing content and procedures

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- Teach one class or serve daily as intervention support
- Report to Headmaster any suggested changes to curriculum in the Lower School
- Develop systems for assessing degree of alignment with the Hillsdale Program Guide, and increase alignment across grades and subjects
- Comfortably and collaboratively communicates with parents
- Capable of hard conversations to promote the school's mission

**Supervision Exercised:** None

**Supervision Received:** Headmaster or Headmaster designee

This job description in no way states or implies that these are the only duties to be performed by this employee. LTA reserves the right to update, revise or change this job description and related duties at any time.

**Qualifications:**

- A Bachelor's degree from an accredited college or university (required); in education or related field (preferred).
- M.A. or M.S. (preferred)
- A minimum of 5-7 years teaching experience (previous school leadership experience as an instructional coach, assistant principal, interim dean, etc. is preferred).
- Exceptional interpersonal skills.

**Conditions of Employment:**

1. All offers of employment are conditional and based on a successful background and reference check.
2. LTA may choose to contact work references other than those specified on your application.
3. The position requires work outside of regular office hours.
4. The position will be at-will.
5. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

**Required Physical Activities:**

1. Driving – Seldom
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional
5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional
9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent
13. Speech: Frequent

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14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional

#### What We Offer:

Salary Range: \$55,000 - \$65,000 depending on education and experience

Insurance Coverage: Individuals contracted for 30 hours per week or more on a regular basis are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked (this does not include seasonal stipend positions).

#### Application Search Timeline:

- Deadline for applications is March 15, 2026; 4:00 PM (MST). This posting, however, will remain open until filled. Potential interview dates will begin immediately. Potential start date will be July 1, 2026.

#### How to Apply:

Please submit your resume with the following in a single email to Mr. Siegel, Headmaster [mr.siegel@ltaeagles.org](mailto:mr.siegel@ltaeagles.org):

- Cover letter tailored to the position for which the applicant is applying. Please tell us how you learned about Liberty Tree Academy and include a statement of your educational philosophy (500 words or fewer).
- Unofficial transcripts are encouraged with initial application. Applicants **may redact information** identifying age, date of birth, and/or dates of attendance at or graduation from an educational institution. **Official transcripts will be required if a job is offered.**
- Three professional or academic references. Please include email address and phone number for each reference.

Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender or transgender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to [www.uscis.gov](http://www.uscis.gov) and click on 'E-Verify' located near the bottom of the p