



## ROBERT COLLEGE

ISTANBUL, TURKEY

### ROBERT COLLEGE is seeking a full-time DEAN of ACADEMIC PROGRAMS

#### Position Summary

The Dean of Academic Programs provides leadership for the planning, development, implementation, and continuous improvement of the school's academic programs. The position is responsible for ensuring the effective and integrated management of the school's curricula, assessment system, academic planning, and academic processes related to the Ministry of Education (MEB). The Dean of Academic Programs reports to the Dean of Faculty and works closely with the Turkish Director on matters related to MEB.

This position offers an exceptional opportunity for an experienced, collaborative educational leader to contribute to the continued development of Robert College's academic program while successfully integrating an international educational philosophy with the requirements of MEB.

#### Key Responsibilities

- Provide leadership for the planning and coordination of the school's daily schedule and academic calendar.
- Coordinate the development, implementation, continuous improvement, and alignment of the school's curricula in accordance with the school's educational goals and MEB requirements and standards.
- Support the effective implementation of assessment practices and promote the use of academic data to strengthen teaching and learning.
- Coordinate academic processes in compliance with MEB regulations, including academic plans, official reports, e-Okul processes, academic documentation, preparations for MEB inspections, and official approval procedures.
- Work closely with the Registrar's Office to coordinate the Course Catalog, required and elective course planning, student course selection, registration planning, and other academic operational processes.
- Lead academic information sessions for faculty, students, and parents.
- Collaborate closely with department heads and other academic leaders to support the continuous development of the school's academic programs.

- Support the work of the Senior Leadership Team (SLT) and contribute to the achievement of the school's strategic priorities and institutional development.

### **Qualifications**

Successful candidates will demonstrate:

- Valid teaching credentials.
- Experience in academic program management, curriculum development, assessment, or educational leadership.
- Strong knowledge of Ministry of Education (MEB) regulations and academic processes.
- Experience with academic data analysis and reporting.
- Proficiency in educational technologies and school information systems.
- Excellent written and verbal communication skills in both Turkish and English.
- Strong leadership, organizational, communication, and collaboration skills.

Interested applicants who meet the qualifications may complete the online ***application form for academic positions*** and send it to ***rchr@robcoll.k12.tr*** by ***July 9, 2026*** including the contact details for at least three professional references.

***\*Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***