



## Middle School Dean of Students

### Position Summary

The Middle School Dean of Students works collaboratively and enthusiastically with the Director to shape and sustain a school culture of positive behavior and warmth while ensuring the students internalize the school's values and goals for academic excellence. The Dean of Students will work directly with students, parents and counselors.

Key responsibilities include:

- Building a transformative school culture consistent with the school's core values and mission
- Designing and implementing programs that recognize and celebrate positive behaviors and mindsets
- Devising daily practices that promote culture, sustain school values and create a school-wide identity among students
- Cultivating students' cultural competency, growth and development through school programs and events
- Building a support network for students by meeting with, listening to and seeking to understand the needs of students as individuals and the student body as a whole
- Implementing behavior management tools including overseeing staff training in behavior management policies, techniques, and strategies and ensuring consistent deployment of such tools school-wide
- Enforcing school policies, include dress code
- Overseeing student programs, including drug testing, social media use, drug/alcohol education, anti-bullying initiatives, and more, based on student and school needs
- Enforcing arrival, dismissal, and lunch supervision
- Managing behavior & academic probations, counsel-out situations, and contract holds
- Managing student locker distribution & use
- Meeting with students referred by teachers and communicating and meeting with students' parents/guardians in a constructive manner
- Ensuring that consequences for infractions are fairly and consistently implemented throughout the school community.
- Review school data weekly to ensure discipline data reflects fair and equitable discipline amongst all students; follow up with appropriate next steps when a concern is identified
- Ensuring documentation of communications with parents regarding discipline
- Attending meetings with parents, students and leadership team as needed
- Monitoring daily reporting of student attendance and attendance concerns
- Displaying flexibility is a must, as after hours and weekend hours are required at times
- Ability to work in an ever-changing fast paced environment

### **Qualifications and Competencies**

The successful candidate will have substantial experience in a school setting. They will have a proven track record of upholding a positive school culture that promotes academic excellence. They will be skilled at using a consultative and analytic approach to solve problems and to derive the best outcome for students. The successful candidate will also have:

- Bachelor's Degree; advanced degree preferred;
- 3-5 years experience with student discipline & improving student achievement as a dean, counselor or teacher in a school;
- Previous school leadership experience preferred;
- An understanding of diverse cultures and how they contribute to student behavior
- Excellent communication skills both oral and written; ability to provide constructive feedback to staff members
- Superb organizational and self-management skills and an ability to handle multiple responsibilities effectively and thoughtfully
- Self confidence, flexibility and the ability to respond well to feedback and implement it immediately
- The ability to thrive in a fast paced environment where the ability to multi-task and prioritize work is essential
- A passion for academic learning and excellence
- A strong belief that all students can succeed