



Dean of Students Job Description

Overview

Keystone Prep High School is an extraordinary school that places our focus on student holistic growth and development, not just academic progress. Through a highly customizable approach, Keystone Prep High School is able to meet students where they are and help them thrive academically, emotionally, and socially. Central to the school's philosophy are the ideas of individualized support, small classes, and building relationships, and as such, we are looking for a strong administrator and leader to round out our leadership team and help propel Keystone Prep into the future.

Responsibilities for Dean of Students

- Help foster an environment of inclusion and support
- Focus on student well-being and growth
- Ensure that school policies related to discipline and student attendance are upheld by all students
- Oversee and supervise the management of student attendance and discipline records
- Working alongside the leadership team, further develop the steps and procedures for addressing student behaviors and ensure that they are in keeping with our standards for conduct and core values
- Communicate to parents, teachers, and staff regarding a variety of topics, including infractions of the code of conduct, academic integrity, or other policies
- Assist faculty in the organization and planning of campus-wide events and programs

- Participate in the creation and implementation of the campus's emergency evacuation and preparedness plans
- Organize academic intervention programs
- Assist the leadership team in developing faculty and staff in-services and professional growth opportunities
- Supervise faculty and staff, specifically in the areas of classroom management and student engagement
- Mentor and counsel at-risk students and students in need of additional support
- Assist with the academic load of the teaching staff by taking one or two classes if needed

Qualifications for Dean of Students

- At least three (3) years in an educational administrative role preferred
- Experience determining fair consequences for students in violation of the code of conduct
- Knowledge and understanding of restorative and situational discipline
- Exceptional interpersonal skills when dealing with students, parents, and staff
- Experience investigating complaints and grievances against instructors, staff, and fellow students
- Ability to prepare and make effective presentations promoting programs within the school
- Professional experience overseeing committees and board meetings as required by the Head of School
- Ability to analyze data regarding the effectiveness of programs and initiatives within the school
- Comfortable administering consequences for violation of the code of conduct or academic integrity standards
- Experience in creating and supporting social clubs and programs within the school

Required Skills/Abilities

- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to maintain a calm and patient demeanor with all students
- Effective mediator skilled in the areas of conflict resolution
- Thorough understanding of various special education needs and services

- Thorough understanding of and the ability to implement a variety of effective teaching methods
- Thorough understanding of policies, laws, and guidelines related to special education including IDEA, IEPs, 504 plans, and Psychological Educational Evaluations
- Excellent organizational skills and attention to detail
- Proficient with Google Workspace computer software or related software (ie. classroom, sheets, slides)

Education and Experience

- A bachelor's degree is required and a master's degree in educational administration or leadership is preferred

Physical Requirements

- Prolonged periods of standing and walking throughout school and classroom
- Must be able to lift up to 45 pounds at a time
- Must be able to assist students who have physical difficulties
- Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach students throughout the day
- Prolonged periods sitting and working on the computer to complete necessary paperwork