

Dean of Culture & Climate Description

Description

The Dean of Culture and Climate provides administrative support in managing student conduct and behavior to foster and maintain a positive school culture that promotes student growth and positive development. The Dean's responsibilities include playing an intricate role in the school's Multi-Tiered Systems of Supports (MTSS) by supervising student discipline and assisting staff with implementing tier-one and tier-two behavioral management; supporting instructional staff with managing behavior best practices; implementing a schoolwide Positive Behavior Interventions and Supports (PBIS) structure that develops responsible student behavior and citizenship; promoting a positive school climate; and fostering parent and community support.

Essential Functions:

- Collaborates with the middle and high school's lead administrative staff to oversee students at the secondary level, i.e. grades 6-12, and through the Multi-Tiered Systems of Supports, implements data-informed interventions, and supports students in terms of behavioral and social-emotional needs.
- Works in conjunction with the Student Support Coaches in developing positive relationships with students and overseeing the implementation of student support plans; ensures the communication of all support plans with parents/guardians.
- Oversees student behavioral management issues and helps promote positive school behavior, i.e., PBIS, counseling and mentoring students, and conducting restorative meetings between students and between students and teachers.
- Coordinates and/or conducts student detentions, SMART assignments, and suspensions and acts on student discipline referrals.
- Provides re-entry (follow-up) communications with school counselors, parents/guardians, and social workers involving disciplinary and/or attendance issues.
- Develops measurements of student behavior by tracking, reporting, and monitoring the evaluation for student discipline, and utilizing related data to assess the effectiveness of interventions.
- Develops intervention strategies and organizes programs to ensure positive student conduct, e.g., peer-mediation programs, restorative practices, SEL lessons (as needed).
- Serves as liaison between the school and parents/guardians, community organizations, and/or school police and law enforcement authorities by providing updates on student behavior policies and issues.
- Assists teachers, school counselors, and parents/guardians in developing student expectations and individual student behavior contracts (verbal or written).

- Provides all written and oral reports in a timely manner, ensuring discretion in maintaining the confidentiality of student information.
- Creates re-entry plans and conducts reinstatement meetings for parents and students upon return from suspension (may be in conjunction with high school administration).
- Conducts re-entry meetings for students removed from school due to an incident that does not warrant suspension (may be in conjunction with high school administration).
- Fosters effective interpersonal relations and develops positive relationships with staff, students, parents/guardians, and the community.
- Works with school security staff and officers to move students to class on time; helps keep students in the classroom and ensures the overall safety and security of the school campus.
- Helps manage the daily operations of the school campus, including safety and security operational tasks such as managing emergency drills, leading arrival/dismissal procedures, cafeteria duty, and attending evening activities, e.g., performance arts and athletic events.
- Conducts frequent walkthroughs throughout the school and outdoor campus to be highly visible to promote positive behavior and a safe/orderly school environment.
- With the collaboration of school administrators, leads the development and implementation of programming related to a positive and safe learning environment, i.e., Restorative Practices, Crown Forum, PBIS.
- Identifies students with disciplinary issues to resolve those issues with school counselors, parents/guardians, and social workers to ensure a positive outcome.
- Performs other job-related duties as assigned to ensure the efficient and effective functioning of the high school.

Additional PBIS Responsibilities:

- Participate on the PBIS Committee
- Organize Monthly/ Quarterly/Yearly PBIS Celebrations, Assemblies, and Rewards.
- Tier I Interventions:
 - Support and coach teachers in the implementation of restorative practices in the classroom.
 - Check-in weekly with HS PLC teacher meetings as they review Student Scoring Rubrics with students (schedule to be provided).
- Tier II Intervention: Organize and deliver bi-weekly Tier II self-management support to student groups during student lunches.
- Tier III Interventions:
 - Collect data and provide parent communication for the identification of Tier III students;
 - Provide weekly check-ins for students on Tier III Intervention Plans