

Dean of Students Job Description 4.22.13

Discovery Charter School

Job Title: Dean of Students

Reports to: School Director, Discovery Charter School

Salary & Benefits: Competitive salary based on experience and qualifications with comprehensive benefits

Summary: The Dean of Students is an integral member of our leadership team. The Dean is responsible for giving individualized assistance to students with academic or behavioral difficulties. He or she will be responsible for creating behavior systems, protocols and practices in conjunction with all other staff. He or she will develop a strong rapport with students and families in order to promote social and emotional well-being.

Job Duties:

1. Develop and maintain a behavior system that supports students who have been temporarily removed from class due to poor behavior (e.g. bringing student to a quiet room or space and monitoring student as she/he works; calling the parent; documenting the behavior; escorting student back to class and assisting with reentry; etc.)
2. Confer with students, families and staff where individual student academic and behavioral problems are involved
3. Act as a resource for teachers and other staff members regarding student achievement, behavior and other problems
4. Provide administrative support at critical times of the day, such as breakfast, lunch and dismissal
5. Collaborate with colleagues to ensure a rigorous, joyful and safe environment
6. Periodic support of classroom program (e.g. attend crew meetings or read with small groups)
7. Perform other duties, as deemed appropriate by the Director

Knowledge, Skills and Abilities:

1. Unyielding commitment to students and the DCS Mission
2. Excellent judgment- position requires quick decision-making and good judgment
3. Time-management prowess- no two days are alike, need to be able to deal with multiple issues simultaneously
4. Effective communication skills- need to be able to lead direct, but supportive conversations with students and families
5. Natural ability with students- need to have a knack in calming elementary students down and ensuring they understand and follow the DCS Code of Character
6. Persistence- job is difficult and multiple solutions are frequently required
7. Maturity, humility, strong work ethic, sense of humor and “roll-up-my-sleeve” attitude
8. Knowledge of basic computer skills: email, Word and Internet

Minimum Qualifications:

1. Masters Degree in Education or Social Work related field (School Administrator certification preferred)
2. Three years experience in a similar role or setting (e.g. with high need urban students)
3. Able to work long school day and year (i.e. approximately 8 hour school day for 215 days)

Nondiscrimination Policy Statement

The Discovery Charter School values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, The Discovery Charter School prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran. This policy applies to service delivery, employment and access to The Discovery Charter School programs and activities. This is a commitment made by The Discovery Charter School and is in accordance with federal, state, and/or local laws and regulations.