



Dean of Students

PURPOSE

Under the immediate direction of the Site Principal, the Dean of Students assists students in resolving problems that may interfere with their receiving greatest benefit from school's educational opportunities; to help students achieve the fullest benefits from school programs, services and offerings.

ROLE SUMMARY

The Dean of Students assists the principal in organizing and administering a program which will provide an atmosphere conducive to the total development of students and maintain a positive and safe school climate, specifically student discipline and support services.

ESSENTIAL FUNCTIONS

- Assist with planning and directing the instructional programs and school plant operations; participate in staff, student and community activities; organize, direct, evaluate and supervise assigned certificated and classified staff.
- Promote a collaborative team culture among all staff with the focus of accomplishing the mission and vision of the school.
- Assists the Principal in serving as an educational leader of the school by initiating proposals, expanding opportunities for the school to accomplish its goals and the California Common Core Standards, and inspiring others to work towards high standards.
- Conduct and organize yearly program evaluation by managing the process of analyzing assessment data to improve student achievement in meeting the California Common Core Standards and the school goals and measurable outcomes.
- Responsible for keeping the school in compliance with WASC guidelines and objectives.
- Supervise and evaluate personnel.
- Assist in the development and implementation of Board policies.
- Support all staff by encouraging and providing opportunities for their professional development.
- Assists the Principal and Compliance Director with ensuring timely reporting to the charter authorizer of necessary reports and documents as specified in the charter.
- Serve as the site Student Study Team and 504 Coordinator and Facilitator.

DUTIES AND RESPONSIBILITIES

- Assist in administering student discipline and student control procedures.
- Resolve problems and conflicts involving students, parents and staff.
- Assist in the coordination of routine activities, including assignment of substitutes, campus/co-curricular supervision and conduct of the school safety program and crisis management plan.
- Assist in the coordination of school facility use.
- Assist in providing timely and effective communication of incidents/situations to appropriate TFHE personnel.
- Demonstrates teaching methods and techniques.
- Assist in the supervision and evaluation of classified employees.
- Works with teachers to help analyze and improve instructional practice (i.e. coaching cycle).
- Provides resource assistance and information to school staff on specific content areas as assigned.
- Assist in the registration and scheduling of students.
- Assist in the administration of the student services and co-curricular programs.
- Assist in the management of publications/communications between the school and the community.
- Assists in trainings and support of grade level teams.
- Works with identified students in the area of providing intervention.
- Assist in the administration of student testing program.
- Develops and maintains systems of records
- Assist in the administration of custodial functions and the general operation of the school.
- Assist in communication with feeder schools, high schools, junior colleges and youth serving agencies.
- Perform other duties as assigned

ABILITY TO

- Effectively build and maintain positive relationships with students, staff, parents and community members
- Collaborate and communicate effectively with key stakeholders through a variety of methods in the implementation of school policies and procedures
- Create, improve and implement school-wide systems with consistency and equity
- Plan, organize and manage time and resources

QUALIFICATIONS

- Bachelor's Degree in a related field
- California Administrative Services Credential or enrolled in a program leading to an Administrative Credential

- Five successful years as a teacher at the Secondary level and/or leadership experience in a school setting demonstrating use and implementation of PBIS, RTI, or related students intervention programs
- Bilingual Spanish/English preferred

Compensation:

Salary: \$75,000 - \$95,000+fringe benefits & STRS

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. The employee is required to drive a vehicle to conduct work.

REASONABLE ACCOMMODATIONS

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the Foundation. An applicant or employee for this position who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Site Principal or Chief, Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The Foundation will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Foundation for Hispanic Education (TFHE) is an Equal Opportunity Employer. It is the policy and practice of TFHE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. TFHE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. Any individual needing

assistance in making an application for opening should contact the Chief for Human Resources at sjewett@tfhe.org.