



**District/Corporation** **W.E.B. DuBois Charter Schools Consortium**

**Overview** The W.E.B. Du Bois Consortium of Charter Schools is a new organization of charter schools. We are cutting edge education at its best!! The W.E.B. Du Bois Consortium of Charter Schools is an exciting and high-potential alternative in the broader spectrum of school reform that provides opportunities for underserved students and communities. Our theme-based curricular give teachers the freedom to try new strategies to inspire student achievement. Our students are immersed in real-world; hands-on learning environments which make education come to life! We are seeking passionate, innovative, and high-quality professionals who are looking to make a difference in the lives of children.

**Working Job Title** **Dean of Students**

**Building/Campus** Various

**Work Days and** 11 months

**Hours** Monday-Friday

May be required to work some Saturdays

\* **Job Posting Type** At Large

**Job Type** **Dean of Students**

**Description** The Dean of Students assist students in resolving interpersonal problems and conflicts and improve school and class attendance that enables student success in school. The Dean of Students may not perform any administrative and supervisory duties, and perform evaluations of teachers or other professional staff.

**Additional Job Information**

- Assists principal in the overall administration of the middle/high school
- Performs as a resource for teachers and staff who express concerns for student attendance, student development and/or discipline
- Coordinates efforts with guidance, police liaison officer(s), school psychologists, and/or social worker in meeting with students and parents to discuss improving student attendance and/or behavior
- Consults with families via conference or communication systems concerning student attendance and behavior
- Confers with student and when necessary, makes appropriate referrals for STAR, IEP-M-Teams, guidance consultation, and/or psychological testing
- Assists in monitoring and recommending changes in student code of conduct
- Resolves student behavior concerns in a fair and timely manner and maintains records of disciplinary or referral actions taken
- Closely monitors the physical plant of the schools and grounds and follows-up on student vandalism
- Assists in the interpretation of school district programs relating to student substance abuse and truancy
- Makes recommendations for appropriate revisions of policies and rules effecting student behavior
- Prepares appropriate media releases related to student attendance and student development
- Assists in discussing strategies to improve student performance, attendance and development
- Assists in developing and administering practices dealing with campus control and security
- Maintains active relationships with parents, families and students
- Assist in establishing rules governing students sent to the in-school suspension/detention room
- Responds to written and oral communication regarding student development and discipline matters
- Assumes responsibility when all administrators are out of the building
- Performs other tasks and assumes responsibilities within the overall scope of the position which the principal may assign

- Minimum Qualifications**
- Credits toward a degree in Administration/Supervision or Educational Leadership, Master's degree preferred
  - Minimum 5 years classroom teaching experience in a core academic area
  - Minimum 2 years administrative or related leadership experience
  - Valid Tennessee license with an endorsement in Administration preferred

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- Knowledge, Skills, and Abilities**
- Excellent writing and speaking skills, and ability to communicate with students, teachers, and families of students
  - Knowledgeable of urban school environments and school cultures
  - Knowledgeable in positive intervention support program and guided discipline
  - Familiar with de-escalating student incidents and behaviors
  - Demonstrate competency in managing student behavior
  - Coursework in Administration Supervision or Educational Leadership
  - Familiar with managing In-school Suspension Programs

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**Grades** Middle/Jr. High 6-8: High 9-12

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**Open Date** 6/6/2017

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**Closing Date** 6/16/2017

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