

## **MOT CHARTER SCHOOL JOB DESCRIPTION**

Title: DEAN OF STUDENTS

Reports To: Head of School

Qualifications: Hold a Bachelor's Degree from an accredited college or university; hold and maintain current first aid certification and CPR certification; have excellent administrative and/or teaching experience and work with adolescents, including experience as an athletic coach; demonstrate excellent organizational skills and the ability to motivate people; have excellent integrity and demonstrate good moral character and initiative; demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning; exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community; demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary; demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications; demonstrate ability to work well in a team, especially with parents and community members; analytical problem solver; basic understanding of data analysis; professional demeanor.

Job Description: The Dean of Students shall plan, coordinate, implement, and evaluate the athletic program at the high school level in conformance with DIAA, shall plan, coordinate and evaluate the extracurricular activities, and shall lend his or her unique talents, insight into character development, and dedication to doing whatever it takes to ensure students succeed, putting our school's students firmly on the track to success in high school and college.

The Dean of Students is a leader of the school's culture with a focus on constructive discipline, positive reinforcement of aligned behaviors, and rich communication with parents and families of the students.

### **RESPONSIBILITIES:**

#### **1. Athletics and Activities**

- a. Recruits, coordinates and evaluates all coaches and sponsors
- b. Coordinates all areas of activity/athletic program including budget, officials, transportation, league meetings, equipment, student eligibility, eligibility handbook, ticket selling, inventory.
- c. Participates with the administrative team in developing yearly, monthly and weekly calendars of events.
- d. Keeps the Head of School informed of activities and problems.
- e. Initiates, designs and implements programs to meet the needs of the school with the approval of the principal.
- f. Keeps abreast of changes and developments in DIAA rules and regulations.
- g. Assists in the orientation and development of new coaches
- h. Performs such other tasks and assumes other responsibilities related to activities or athletics.

- i. Supervises and evaluates the school's extracurricular activities
- j. Require pre-season and post-season meetings with coaches.
- k. Assure that coaches and players adhere to DIAA rules.
- l. Verify that all athletes are medically cleared, have insurance, have been released by parents, and have signed Code of Conduct form.
- m. Schedule all competitions.
- n. Arrange transportation for all away competitions.
- o. Provide officials for all home competitions.
- p. Provide supervision for home competitions.
- q. Keep records of all awards/letters issued.
- r. Verify that all athletes are academically eligible to compete.
- s. Purchase all equipment and uniforms.
- t. Provide adequate practice and playing facilities.
- u. Respond to all parent concerns and calls. Respond to all staff concerns and e-mail messages.
- v. Troubleshoot the day to day operation of a high school athletic program.
- w. Ensure that each varsity coach maintain an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.
- x. Serves as a liaison between the athletic booster groups, coaches, and site administration.
- y. Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the staff and administration.
- z. Assist the Head of School in developing a quality athletic program.
- aa. Maintain an inventory of all athletic equipment.
- bb. Assist in the care of athletic facilities.
- cc. Assist in the responsibility for certification of coaching staff and walk-on coaches in accordance with State guidelines.
- dd. Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.
- ee. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
- ff. Establish a professional rapport with students and with staff that earns their respect. Maintain visibility with students, staff, parents, and the community, attending practices and events regularly.
- gg. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- hh. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession.
- ii. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- jj. Keep the staff informed and seek ideas for the improvement of the athletic and/or extracurricular program.

## **2. School Climate**

- a. Create, implement, and evaluate programs that increase student motivation and reduce disciplinary and academic probation referrals
- b. Create, implement and evaluate a comprehensive program of personal guidance that will assist students in achieving optimal academic success

- c. Manage all alternates in school disciplinary structures including Detention, In-School Suspension and Out-of-School Suspension
- d. Coordinate all Saturday school events and schedules
- e. Develop orientation and registration materials
- f. Investigate and resolve all student disciplinary matters
- g. Lead individual and small group meetings with students when necessary
- h. Track and manage student discipline records
- i. Create programs to address specific disciplinary issues that arise throughout the year
- j. Live out the school's mission, vision and goals
- k. Advocate for students when school-wide policies, practices, and procedures are being developed
- l. Consult with parents, teachers, administrators and other relevant individuals to enhance their ability to impact student success
- m. Demonstrate skill in conflict-resolution with administrators, parents, teachers, and/or the community
- n. Develop policies on tardiness, attendance, discipline, bullying
- o. Manage student supervision and enforce school behavior expectations; including attendance
- p. Counsel students and parents about school policies
- q. Assist in the planning, developing and implementing individual student behavior plans
- r. Maintain high standards of student conduct and works to ensure discipline codes are followed for all students, according due process to the rights of students.
- s. Serves as a resource to staff in dealing with classroom management issues
- t. Assist in developing programs to promote positive student behavior as well as intervention strategies
- u. Confer appropriate consequences for behavior issues

### **3. Day-to-day Operations**

- a. Schedules
  - 1. With assistance from counselor, design master schedule and coordinate registration process
  - 2. Coordinates daily duty schedules
  - 3. Coordinates parent teacher conferences, registration and back to school nights
- b. Attendance: Assumes responsibility for all attendance, conduct and records related to.
- c. Leadership Skills
  - a. Blends positive people to people skills and organizational needs to develop an open, trusting relationship between faculty, students and community members
  - b. Assists in the implementation and observance of all Board policies and regulations by the school's staff and students.
  - c. Makes strained situations work more productively
  - d. Assists in yearly evaluations of staff, DPAS II
  - e. Inspires confidence in students and families.
- d. First Responder to activities related to above job description
- e. Perform other related duties as assigned by the Head of School.