

ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

ADMINISTRATIVE/PROFESSIONAL JOB DESCRIPTION

Job Title: Dean of Students
Work Year: 12-month employee
Reports To: Director of Student Support Services

SUMMARY:

The position is responsible for the supervision and management of students, and overall positive school culture. The Dean of Students works collaboratively with staff, students, and parents in carrying out the school's academic and school culture programs. As a professional educator, the Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, and personal and social development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Assist the Director of Student Support Services and Building Leadership Team in developing and maintaining an effective program consistent with State and Federal guidelines and the philosophy, policies and goals of the school Board of Trustees; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
2. Assist the Director of Student Support Services and Building Leadership Team in the transformation of the school culture into a results-oriented collaborative learning community.
3. Supervise the functioning of the Alternative Learning Center, as well as the Alternative Learning Center instructor.
4. Maintain positive school culture and manage student behavioral issues throughout the student body; deal with special cases as necessary.
5. Enforce and establish student management procedures which allow due process to the rights of students; familiarizes students, staff, and parents with the disciplinary procedures; hears and acts on student behavioral issues; compiles the monthly data (Principal report) and annual discipline report data (VADIR); revises annually the student handbook assigned by the Director of Student Support Services.
6. Assist the Director of Student Support Services in facilitating the development and presentation of parent information and conference evening programs.
7. Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
8. Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
9. Assist in the planning and implementation of a systematic method of supervising the school culture program through the use of data gathered from culture walkthroughs, observations, documentation, and follow-up conferences.
10. Assist teachers/staff in evaluating methods and materials and developing effective classroom management plans and techniques.

11. Supervise staff as assigned by the Principal and Director of Student Support Services.
12. Maintain and model high standards of professionalism.
13. Perform related work and other duties as assigned by the Principal and Director of Student Support Services.

To perform this job successfully, the Dean of Students must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

EDUCATION AND TRAINING:

NYS School Building Leader certification (SBL) or evidence of progress towards obtaining certification is required.

EXPERIENCE:

Demonstrates proper attitude and experience working with high school girls, preferably within an urban setting. Exhibits quality relationships with staff, students, parents and broader community. Has commitment to accountability metrics and is familiar with data management designed to provide data-based decision making to improve student behavior and achievement.

SKILLS, KNOWLEDGE, DISPOSITIONS:

Understanding of school student-achievement data and New York Charter School Standards; thorough understanding of best practices for secondary schools; operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in second language may be preferred or required based on student and parent primary language needs.

CERTIFICATES, LICENSES, & REGISTRATIONS:

NYS School Building Leader certification (SBL) or evidence of progress towards obtaining certification is required.

SUPERVISION RESPONSIBILITY:

Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include motivating and guiding employees; motivating and guiding students; addressing complaints and resolving problems.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Dealing with other adults and students sometimes is in quiet areas and sometimes noisy ones.

MENTAL FUNCTIONS:

While performing the duties of this job, the Dean of Students is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.