



ALBANY LEADERSHIP

CHARTER SCHOOL FOR GIRLS

A 6-12 Academy of Excellence

Position Title: High School Dean of Students

Work Year: 12-month employee

Reports To: High School Assistant Principal and High School Principal

SUMMARY: The High School Dean of Students is responsible for the supervision and management of students, and overall positive school culture. The High School 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 High School 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 High School Assistant Principal and High School Principal in developing and maintaining an effective program consistent with State and Federal guidelines and the philosophy, policies and goals of the Board of Trustees; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
2. Assist the High School Assistant Principal and High School Principal in the transformation of the school culture into a results-oriented collaborative learning community.
3. Serve as the primary point of contact for all acute discipline/culture issues in order to maintain a positive school culture and manage student behavioral issues throughout the student body.
4. Oversee the supervision of the functioning of the Alternative Learning Center, as well as the Alternative Learning Center instructor.

5. Proactively circulate and observe classrooms and hallways to provide coaching and support to ensure an overall positive school culture.

6. Support teachers to improve their instructional practices as it relates to issues of discipline, relationships with students, and school culture.

7. Assist in the development and presentation of classroom management strategies, restorative practices procedures, and overall school wide practices and procedures.

8. Assist in the implementation of student management procedures which allow due process to the rights of students; familiarize students, staff, and parents with the student behavioral management procedures; act on student behavioral issues.

9. Assist the High School Assistant Principal and High School Principal in facilitating the development and presentation of parent information and conference evening programs.

10. Assist the High School Assistant Principal and High School Principal with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.

11. Assist the SST with identifying and addressing the needs of students on a regular basis, seeking the assistance of school system specialists as required.

12. 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.

13. Assist teachers/staff in evaluating methods and materials and developing effective classroom management plans and techniques.

14. Maintain and model high standards of professionalism.

15. Perform related work and other duties as assigned by the High School Assistant Principal and High School Principal.

The requirements listed below are representative of the knowledge, skills, and dispositions required to perform the duties of the position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions to expectations.

EXPERIENCE: Demonstrates proper attitude and experience working with high school girls, preferably within an urban setting. Exhibits quality relationships with staff, students, parents and the broader community. Has a 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 student-achievement data and New York Charter School Standards; thorough understanding of best practices for secondary schools; operating knowledge of and experience with student and learning management systems. English language skills required. Oral and written fluency in a second language may be preferred or required based on student and parent primary language needs.

EDUCATION, TRAINING AND CERTIFICATES: Bachelor's Degree required. Master's Degree and NYS School Building Leader certification (SBL) or evidence of progress towards obtaining certification is preferred.

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 High School Dean of Students is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.