



Northwood Academy Charter School

POSITION DESCRIPTION

Position:	Dean of Students
Department:	Education
Reports To:	Principal
FLSA Status:	Exempt
Direct Reports:	None
Last Revised:	9/2023

Position Summary: Under the direction of the Principal, the Dean of Students, K-8 is to assist in the overall behavior management, and implementation of systems and measures of accountability as it pertains to student culture. In this role, the Dean of Students is responsible for ensuring that Northwood Academy is a peaceful community, and that student attendance, punctuality, and academic achievement are the primary focus. This is achieved through intense data management and tracking, incentive systems and climate initiatives. The Dean of Students reports to the Principal.

Essential Accountabilities:

Influencing the growth and development of an achievement-focused school culture through the Social Emotional Learning program, including leading circles, community meetings, and/or teaching SEL course(s)

- Manages discipline for up to 800 students with a restorative justice model.
- Meets with students, teachers and parents, collectively or independently, to implement ways to support a positive and cooperative school environment.
- Supervises lunch aides, hall monitors, and other non-instructional positions as assigned.
- Maintains databases and up to date student information on attendance, discipline and merit records.
- Executes decisions based on reasonable judgment that strives to provide fair and equitable treatment and consideration for all students.

- Maintains and monitors safety and order by being accessible and visible in hallways, classrooms, during arrival/dismissal of students, lunch periods, after school programs including detention, etc.
- Supports teachers in developing and implementing classroom management strategies and plans for individual students as needed.
- When interventions and proactive approaches fail, the Dean of Students drives the discipline process including detention, suspension and related punitive actions.
- Other Related Duties as assigned by Principal.

Education/Experience:

- Bachelor's Degree in Education or Related field.
- Master's Degree in Education or related field is strongly preferred.
- Minimum two (2) years of experience working within a school setting that serves school-aged children.
- Eligibility for an Administrative credential.
- Teaching experience preferred.

Qualifications:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures. Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.

- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Working Conditions: Usually work indoors in an office setting, may sometimes work outdoors, or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear, and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see, hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet, and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.