Position: Dean of Students

Reports to: Principal

Job Summary:

The Dean of Students is the person in charge of student discipline and school culture. It is the job of the dean to work with Principal, teachers, parents, and students to create a school culture that is tight, focused, and positive. We want a school where there is order, discipline, and focus; we want our students to deeply respect the adults in the building and take responsibility for their actions. The dean is expected to fully inculcate him/herself in the school’s methodology and uphold the high expectations that are the cornerstones of our success.

The Dean of Students leads the school’s efforts to create a positive, structured, disciplined school culture. Though it is impossible to list all roles the dean will fill, specific job responsibilities include:

**Essential Functions:**

- provide leadership to all staff and students in establishing a positive, structured, achievement-oriented, and fun school culture
- ensure that teachers set extremely high expectations and run their classes in accordance to the Milwaukee College Prep “Commitment to Excellence,” proactive skills curriculum and School Handbook
- coach teachers to improve their instructional practice, especially as it relates to issues of discipline, relationships with students, and school culture
- help plan and run annual month long (August) training of new staff and renewal for veteran staff
- seek opportunities locally and nationally with other high-performing/high-poverty elementary schools for continued growth of self, staff and students
- work to assure that teachers are abreast of and implementing best management practices
• work with Principal to conduct formal evaluations bi-yearly
• sit on hiring committee for Elementary teachers and educational assistants
• assist Principal in conducting weekly staff meetings
• conduct activities and conversations that help keep staff morale high
• observe and conference with each teacher at least once per month about classroom culture/management.
• ensure that ALL students have excellent attendance and come to school on time; keeping extremely accurate attendance records and working aggressively with students and parents to ensure excellent attendance
• work with RTI team for students in need of behavioral interventions
• develop and implement a plan for the effective use of Monthly TRECK Value words and other behavioral systems
• serve as the point person for all discipline/culture issues; in this role, the deans are the primary contact person for discipline issues. Any acute discipline decisions will be made in collaboration with the Principal, if necessary.
• Is highly present and visible during school hours, relentlessly ensuring the school has an amazing school culture
• model the school's proactive values and sets the standard for professional behavior, coordinating school culture messages at assemblies
• supervise breakfast, lunch entry, and dismissal, ensuring a great school culture at these times
• Prepare and run assemblies daily
• Ensure compliance with accurate records regarding attendance, discipline, tardies and life’s work
• Support incentives for scholars and manage events such as school dances, school-wide challenges, etc.

Other Duties:

• Provide model for students of exemplary conduct
• Attend training and staff meetings

Qualifications:

Education
Bachelor’s degree required, Master’s degree preferred, ongoing professional development helpful

Experience
Prior teaching experience required; administrative and/or supervisory experience preferred
Licensing
Valid State Teaching Certification is required. Mandatory Child Abuse Reporting Certification required annually before first day with scholars.

Skills/Attributes
- Must have a belief in and be in alignment with Milwaukee College Prep’s core beliefs and educational philosophy.
- Must be passionate about teaching and tenacious in ensuring each scholar’s success.

Physical Demands/Working Conditions:
The majority of this job involves walking, sitting or standing necessary to observe classroom instruction and school activities, mostly indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Parameters: (Full time)
- Vacation – 3 weeks between end of June and middle of July plus staff vacation days during school year (Thanksgiving, Christmas, Easter, etc). 10 paid personal days per year.
- Full life, health, dental and vision benefits
- Eligible to participate in retirement plan, with school matching up to 5% of salary after one full year of service.

Successful candidates will utilize the following resources:
- Marva Collins, Marva Collins Way (Tarcher, 1990)
- Jay Mathews, Work Hard. Be Nice.: How Two Inspired Teachers Created the Most Promising Schools in America (Algonquin Books, 2009)
- Rafe Esquith, There Are No Shortcuts (Anchor, 2004)
- Steven Covey, The Seven Habits of Highly Effective People (Free Press, 2004)
- Steven Covey, The Leader in Me: How Schools and Parents Around the World Are Inspiring Greatness, One Child at a Time (Free Press, 2009)
- Doug Lemov and Norman Atkins, Teach Like a Champion: 49 Techniques that Put Students on the Path to College (Jossey-Bass, 2010)