



DEAN OF STUDENTS

GENERAL RESPONSIBILITIES

The position is responsible for assisting the Executive Director for Alternative Education in the coordination and management of the academy's programs. The Dean of Students is responsible for establishing a rapport with students that is conducive to learning positive life skills. The individual must be able to maintain frequent, meaningful parental communication and develop proactive partnerships between the student/parent and Renaissance Academy staff to support academic achievement and the development of positive social behavior.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the executive director in the overall administration of the academy; interpret and enforce academy and school division policies and regulations.
- Work in a collegial and collaborative manner with parents and school personnel to guide students as they develop the knowledge, skills, and behavior necessary for successful transitions between instructional settings.
- Align student interventions with the goals and objectives of the Renaissance Academy instructional program.
- Mentor identified students to support the development of skills needed for the 21st century and encourage students to exercise meaningful options in the areas of school, leisure, and inter/intrapersonal relationships.
- Reinforce character education and life skills components to help students manage their emotions, resolve conflict, and make responsible decisions.
- Utilize interpersonal communication skills to work with students who may display impulsive behaviors, low self-esteem, and impaired social skills.
- Process, enforce and assist in the administration and development of the site's discipline policy; maintain discipline throughout the student body and deal with special cases as necessary.
- Assist in the reporting and monitoring of student attendance. Work cooperatively with teachers, counselors, students and parents to improve and encourage student attendance and punctuality.
- Collect, review, and analyze discipline data. Implement strategies with parents, students, and teachers to facilitate student behavior change.
- Serve as a liaison to the School Resource Officer and other legal authorities.
- Provide guidance and leadership to security staff assigned to the academy in the implementation of discipline policies and school safety.
- Coordinate transportation, custodial, and cafeteria services; help conduct safety inspections and safety drill practice activities.
- Coordinate the utilization of the facility; routinely inspect academy facilities including hallways, restrooms, classrooms, parking lots and special areas.
- Maintain accurate documentation related to student involvement in programs, activities, and support services.
- Supervise and monitor the overall student activities programs.
- Coordinate and implement appropriate interventions for students who demonstrate inappropriate behaviors that interfere with learning.
- Work collaboratively with the Instructional Transition Specialist to develop and implement instructional modules for the ICE – Intensive Classroom Experience concept. (Formerly ISS.)
- Coach students in the development of communication skills necessary for successful participation in community-based partnerships, internships, service/experiential learning, and project-based learning.
- Recommend staff development topics based on data gathered from student input.
- Participate in staff development activities.
- Assist the executive director with staff evaluations.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read, interpret, and assist with the enforcement of appropriate state and federal statutes and VBCPS School Board policies and procedures; ability to use skills necessary in conflict management/resolution, public relations, behavior modification, supervision, problem-solving, planning, organizing, and analyzing data; ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and community; excellent oral and written communication and human relations skills.

EDUCATION AND EXPERIENCE

Required:

Master's Degree in education administration.
Certification in Administration and Supervision PreK-12.
Minimum of three (3) years of successful teaching experience.

Preferred:

Successful experience working with at-risk or alternative learners.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/09, 7/20
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