

## John W. Rex Charter Elementary School Dean of Students Job Description

<b>Job Title:</b>	<b>Dean of Students</b>	<b>Reports To:</b>	<b>Director of Elementary Education</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Work Schedule:</b>	<b>210-day contract</b>
<b>Salary/Benefits:</b>	<b>Commensurate with experience &amp; qualifications</b>	<b>Information:</b>	<a href="http://www.johnrexschool.org">www.johnrexschool.org</a>

### **SUMMARY:**

The Dean of Students reports to and works under the direct supervision of the Director of Elementary Education assisting in the general areas of school climate & culture, behavior management & discipline, school guidance & counseling, and parent education. The Dean of Students also serves as a member of the Administrative Leadership Team to assist & support administrators to fulfill the mission, vision and values of the school.

Prior experience in a high performing school is preferred for this position. Candidates should have 3-5 years of successful experience in elementary teaching or school administration, guidance/counseling, and working with outside community partners and agencies. Personal characteristics of the successful candidate: proactive professional skills & abilities to support all stakeholders with a high level of energy and enthusiasm for public charter schools. Other required skills include: knowledge of school law and curriculum personalization, ability to maintain positive relationships with parents, students and staff; organization and attention to detail yet flexible and able to multi-task, initiative and proactive planning, scheduling & organizing; team player with a collaborative nature and consensus-building skills; excellent communication skills while upholding confidentiality; creativity and ability to “think outside the box” with excellent critical thinking/problem-solving skills.

To pursue this position, please submit a letter of interest, current resume, and an application to Dr. Joe Pierce, Head of School, 500 W. Sheridan Ave., Oklahoma City, OK 73102.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Oklahoma teaching certification with elementary principal and/or school guidance counselor certification, or equivalent.
- Responsive Classroom and/or Conscious Discipline training preferred.

### **EDUCATION/EXPERIENCE:**

Master’s Degree in Education preferred with Elementary Principal and/or School Guidance Counselor certification(s) preferred.

### **ESSENTIAL GOALS, DUTIES, AND RESPONSIBILITIES:**

1. To sustain and enhance a positive school culture of learning and excellence while involving the faculty, staff, families, and the community to take pride in and support the school’s mission, vision, and values. Monitor common areas to maintain safety and a positive school climate & culture.
2. To coordinate the development of positive relationships among students, families, faculty, Board, and the downtown community to enhance the school’s overall brand, climate, and culture.
3. To clearly define and enforce the school wide expectations and/or individual student behavior management plans consistent with the mission, vision, and values of the school. Generate and maintain accurate records and analyze data.
4. To create and maintain a safe, inclusive learning environment including ensuring that students and staff are safe. Annually update and implement the required school safety drills & plan, student handbooks, and other collateral materials.
5. To ensure that attendance & behavior is monitored & maintained, and improvement plans are equitably and consistently enforced.
6. To assist the Differentiation Facilitator in the areas of Special Education and Gifted-Talented programming as requested (e.g. meet with parents, attend various meetings, provide additional resources, assist with implementation of individualized student plans and help with state mandated testing.)
7. To be able to facilitate professional development related specifically to Responsive Classroom and Conscious Discipline.
8. To plan, prepare, and deliver a quality school guidance program (e.g. small groups, social skills lessons, character education) consistently and sensitively using diverse methods to engage stakeholders in programs and support their participation.
9. To fully participate in the life of the school and establish a visible, approachable, positive presence in order to fulfill the school’s values. This includes coordination and implementation of various school wide themes, special days/months, activities, events, assemblies, recognitions, contests, and other programs.
10. To develop and implement programs to increase parental support of and involvement in the school such as school events including open houses, family nights, and parent conferences.
11. To facilitate parent education programs, including reinforcing the need for parents to support the school’s policies and practices for student discipline, dress code/uniforms, homework, attendance.
12. To serve as a liaison for the PTA and YMCA as well as other community partners in support of the school’s continued efforts to serve the downtown community. Provide strategic leadership with the PTA Diversity Committee in the area of inclusion and diversity issues.
13. To support and assist with the school’s outreach plans, admissions/enrollment, retention, and marketing programs.
14. To accurately complete required State Department of Education and other required local or federal reports.

15. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Assist and advise administration on relevant components of the certified and support staff responsibilities & related appraisals.

**SKILLS AND ABILITIES REQUIRED:**

- Experience in educational administration and supervision, especially supervision of staff with diverse educational strengths, development goals, and cultural backgrounds.
- Ability to maintain confidentiality and professional judgment in all situations, including emergencies or stressful situations.
- Fiscal management and budgeting skills.
- Knowledge, skills, and understanding of the purposes and processes of urban charter school education.
- Ability to take the initiative and to stimulate others to drive toward successfully meeting or exceeding school goals.
- Possess strong communication skills and a disposition that lends itself to cooperation with professional, non-instructional, and community groups.
- Experience in the development and/or implementation of quality improvement.
- Bilingual (Spanish) is a plus.

**COMMUNICATION REQUIREMENTS:**

- Frequent oral, written, and non-verbal communications with the Head of School, Directors, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving.
- Written correspondence, newsletter articles, memos, social media content, and other materials to generate revenue, disseminate general information and promote a positive image/brand of the school.
- Attends regularly scheduled meetings with school administrators, staff and teachers to maintain collaborative efforts across all programs and departments. This may include periodic evening events.
- Frequent contact with parents for purposes of advocacy, education, and general information sharing.
- Regularly scheduled group presentations to staff and parents for purposes of training, education and information.
- Preparation of administrative reports for JRCES Board and/or the Oklahoma State Department of Education, as required.

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:**

- Proficient technology skills (i.e., social media platforms, Microsoft Office and other Apple products).
- Experience in use of multi-media and digital equipment.

**LANGUAGE SKILLS:** Bilingual (Spanish) is desirable. Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations. Ability to write reports and correspondences as may be appropriate to teaching staff in general and to state/federal agencies. Ability to effectively present information and respond to questions in one-on-one and small groups of students, parents, teachers, staff and the general public.

**MATHEMATICAL SKILLS:** Ability to plan budgets and use the mathematical skills required to do so. Ability to maintain accurate records and supportive documentation for projects under the supervision of the position.

**REASONABLE ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge and current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties and awareness of all school requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, in tasks such as keyboarding and writing. The employee is frequently required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Incumbent must possess the visual abilities to enable him/her to perform the responsibilities and functions of the job efficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work in an interior, climate-controlled office and/or classroom environment and in close proximity with staff and students. Noise level will vary from quiet to moderate and occasional hectic activity as expected within an elementary school environment. May occasionally travel to other sites that are not wheelchair accessible. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This

document does not create an employment contract, implied or otherwise, other than an "at will" relationship. I have read and understand the essential functions, requirements, and qualifications of this position.