**JACKSON PREPARATORY**

**&**

**EARLY COLLEGE**

**STAFF RESPONSIBILITIES**

**Title:**  Dean of Students

**Reports to:** JPEC President/Employees Only, Inc.

**Employment Type:**  Administration/At-Will/Exempt

**Length of Assignment:** 12 Months

**Scope of Position:** The Dean of Students will work closely with the principal, school personnel and students to build and maintain a positive, safe school climate.

**Criminal Background Check Requirement:** Yes

**Title:** Dean of Students

**Reports To:** JPEC President

**Overview and Scope of Position**:

The Dean of Students functions as an advocate for students through conflict resolution, behavior intervention, mentoring, and support. This individual works closely with the College Prep Principal and Early College Provost, as well as district faculty, in addressing student concerns and using the district’s restorative practices with the overall intent of ensuring students are supported and remain in classes.

**Essential Functions:**

* Build positive relationships with students, staff, parents and community members
* Provide leadership of behavior management and supervision
* Facilitate the resolution of conflict
* Manage and uphold school behavioral expectations, including attendance and classroom expectation alignment with school-wide goals
* Confer with students, parents, and teachers regarding student related policies
* Serve as a resource to staff regarding student management issues
* Collaborate with staff, administrators, and parents through the response to intervention process
* Lead and/or assist in the planning, developing, and implementation of student behavior plans
* Openly communicate with staff and parents/guardians regarding student behavior
* Manage the documentation of student behavior through the student data management system (PowerSchool log system)
* Attend appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc) as necessary
* Assist in the maintenance of the crisis management plan and school safety requirements
* Compile, analyze, and share student discipline data regularly, and use that data to make decisions
* Oversee mentorship program development
* Coordinate with community organizations and resources in developing a network of student/family support services
* Support with the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student residences
* Support school administration and faculty in developing policies and procedures relative to all student activities; collaborate in the annual production of Student Handbook and other documents
* Responsible for daily student behavioral support of substitutes, faculty, and administration.
* Other duties as assigned by the JPEC President.

**SUPERVISORY RESPONSIBILITIES:**

Supervise, train and evaluate mentors.

**CONTACTS AND PURPOSE OF CONTACTS:**

*Internal:* Coordinate and communicate with all areas of Jackson Preparatory & Early College and Jackson College Administration including Provost and Instructional Deans.

*External:* Frequent contact with educational partners, prospective instructors, business and community leaders, prospective parents and students.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

* Bachelor's degree (preference of degree in field related to management, leadership, coaching).
* Demonstrated successful management and/or leadership through:
	+ Excellent communication skills
	+ Excellent supervisory skills
	+ Excellent organizational skills
	+ High integrity and demonstrated good moral character and initiative
	+ A conceptual understanding of human growth and development
	+ Skill and sensitivity in working with all members of the school community
* Must have a satisfactory background check
* Commitment to community education and parent communications
* Ability to engage in positive promotion and marketing that fosters school and community pride
* Ability to encourage high levels of student and staff participation
* Knowledge, ability and commitment to working with diverse populations
* Such alternatives to the above qualifications as the JPEC President may find appropriate and acceptable.
* Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

**PROFESSIONAL QUALITIES AND ABILITIES:**

* Possesses a positive attitude; able to see good in self and others
* Shows flexibility including the acceptance of and willingness to change; see change as an opportunity for growth
* Seeks improvement over time by taking risks and trying new things
* Knows and acknowledges personal limits
* Displays self-discipline and strong work ethic
* Accepts responsibility for professional and personal growth
* Demonstrates commitment to be a productive/supportive member of the JPEC community
* Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results
* Accepts criticism gracefully and uses it as an opportunity for growth
* Handles conflict effectively.
* Inspires others; sets an example of professionalism both within JPEC and the community
* Serves as a role model of good written and oral communication skills and good time management skills
* Leads and/or follows as circumstances require

Americans with Disabilities Act (ADA) compliance section

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:**

Able to analyze, read, and interpret the most complex documents. Have the ability to respond effectively to the most sensitive inquiries or complaints. Have the ability to write speeches and articles using original or innovative techniques or style. Have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or Boards of Governor’s.

**MATHEMATICAL SKILLS:**

Have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Have the ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Have the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Have the ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Have the ability to deal with a variety of abstract and concrete variables.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is required to stand and walk, reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.