

Job Description
Position: Dean of Students
The SEED Public Charter School of Washington, D.C.

POSITION: Dean of Students

DEPARTMENT: Culture and Climate

REPORT TO: Director of School Culture

SALARY RANGE: \$65,000.00 - \$77,000.00

SUMMARY:

The Dean of Students will help develop and manage the school disciplinary system to create and maintain a safe, orderly school environment that is optimized for student learning and growth. The Dean of Students is responsible for managing student referrals, administering appropriate consequences, and providing administrative intervention when serious disruptive behaviors occur. The Dean of Students will work proactively with other school staff to develop and implement effective disciplinary systems, including staff training, behavior referral processes, reflection meetings, restorative conferences, mediations, and issuing consequences. The Dean of Students will also track and monitor discipline data, analyze data to inform strategic actions, and produce reports that allow school leaders to solve problems related to student behavior and culture.

PRIMARY RESPONSIBILITIES:

Model and Enforce our Expectations for Students

- Serve as a constant visible presence by maintaining a schedule that allows for observing students and staff throughout the day to ensure real time effective praise, redirection, and support.
- Model and integrate the CASEL five Social Emotional Core Competencies (self-awareness, self-management, relationship skills, social skills, and responsible decision-making) into student programming and adult professional development.
- Understand, uphold and implement with precision, all policies/protocols in the Scholar Code of Conduct, Scholar-Family Handbook.
- Approach student behavior management with restorative practices, consistent and patient resetting of expectations and de-escalation strategies.

Lead and Support Positive School Culture Programming

- Plan and implement preventive programming and activities to support the goals for the school year.
- Assist with identifying and coordinating internal and external resources that lead to tiered support and contribute to a positive school climate.
- Assist with the development and facilitation of workshops with staff and individuals based on data, adult and student behavior trends, to maintain practices and habits that support a positive

culture.

- Lead student culture events, including designing and implementing regular community meetings and joyful activities.
- Participate on the schoolwide team of mediators.
- Collaborate with Teachers and other staff to implement restoration and supports

Manage the Restoration and Disciplinary Processes

- Support reflection meetings with students and other staff.
- Provide Tier 2 support for identified students.
- Use data to predict, plan and implement Tier 1 support.
- Respond to, process and document disciplinary responses.
- Know and implement with fidelity the process, protocol, and documents aligned with our Core Values and local authorizer expectations, needed for disciplinary meetings.
- Be the primary communication connection with parents and families as needed to support student expectations.
- Provide regular updates to other staff on how best to manage and support students.

Administrative

- Assist with daily supervision during meals, transitions, events and assemblies.
- Learn and understand relevant local or federal laws related to behavior management.
- Assist with the collection and analysis of behavior data.
- Liaise with the Student Support Services Team on specific student needs, including implementation of IEPs, 504s, and BIPs.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field
- Prior teaching experience highly desirable
- Exemplary instructional and classroom management skills
- Expertise in restorative practices
- Proven track record of utilizing Restorative Practices or other behavior management systems
- Excellent data management and spreadsheet management skills
- Conflict resolution and de-escalation skills
- Experience working in urban schools required
- High level of personal organization and planning
- Excellent written and verbal communication skills with diverse constituents (teachers, parents, students, administrators)
- Proven ability to proactively lead by example and respond positively to feedback

ESSENTIAL COMPETENCIES AND PERSONAL QUALITIES

Mission-Alignment: Deeply committed to SEED's college preparatory mission for urban students.

Focus on Data-Driven Results: Relentlessly pursues the improvement of work and is driven by a desire to produce quantifiable student outcome improvements; gathers, organizes, analyzes, and uses data to

inform decisions and program improvement.

Innovative Problem-Solving: Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.

Adaptability: Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non routine situations.

Teamwork: Increases the effectiveness of surrounding staff members and teams through collaboration, constant learning and supporting others; and committed to learning from others.

Dependability: Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing of multiple priorities.

Accountability: Willing to be held accountable for student behavioral outcomes.

Communication and Customer Service Skills: Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

Interpersonal Skills: Able to work well with all staff, students, families, and school partners; models social-emotional competencies for both students and staff. Collaborates effectively with other school staff.

Professional Integrity: Shows up to work on time, dependably completes work at a high level, and holds oneself to high standards of work regardless of who is watching.

Continuous Improvement: Committed to personal and professional growth and improvement; seeks and accepts feedback and uses it to improve practice.

This position description may not describe all duties, responsibilities, and skills associated with this position. It is intended to portray the major aspects of the job and is not meant to be all inclusive. Other duties or skills may be required.

By signing below, I acknowledge receipt of this job description and I acknowledge that I am able to perform all essential job functions and that I meet the minimum requirements for this position.

The SEED Public Charter School of Washington D.C. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

About SEED:

The mission of SEED schools is to prepare scholars academically, socially, and emotionally, for success in and beyond college in a public, college-prep, boarding school setting.

The SEED Public Charter School of Washington D.C. (SEED DC) opened in 1998 as the nation's first urban public college preparatory boarding school. SEED DC empowers over 250 scholars in grades 9-12 to achieve their full potential within our 24-hour learning environment and exposure opportunities. By the year 2020-2021, SEED will serve grades 9-12 only as we transition to providing more high-quality, high school seats to families in the District. All SEED scholars live on campus between Sunday evenings and Friday afternoons.

Our innovative model integrates a rigorous academic program with a nurturing boarding program that teaches life skills and provides a safe and secure environment. This boarding school model provides a comprehensive solution to the challenges facing urban youth and serves as a prototype for expansion nationwide. Our model has proven successful: over 90 percent of SEED graduates have been accepted to four-year colleges and universities throughout the country and over 60 percent remain enrolled in college or already have earned college degrees.

*** More information can be found on the school's website: www.seedschooldc.org**