

# Peak to Peak Charter School

## 6-12 Assistant Dean of Students

All employees and volunteers at Peak to Peak work together to fulfill the Peak to Peak mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, Peak to Peak expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness. We expect to see these values in evidence among and between our staff, parents, and students.

### **Role Definition:**

With an overall focus on maximizing academic achievement for all students, the dean of students is responsible for creating, maintaining and developing climate and control of the school as well as enacting all disciplinary and attendance procedures promptly, appropriately and equitably. This position reports to the dean of students.

### **Key Responsibilities:**

#### **Climate**

- Documents and tracks high school student service hours; informs students about service and documentation requirements for graduation
- Assists 6-12 dean with Honor Rolls and awards ceremonies
- Attends grade level meetings/staff meetings and contributes to conversations about students and student culture/climate in the school
- Assists 6-12 dean, counselors and principals with student interviews, parent phone calls and teacher communication
- Works with students, parents and staff to assist students in conforming to Peak to Peak behavior standards, including conduct and dress code
- In cooperation with the counselors, helps implement the character education, character development and bully-proofing programs in the entire K-12 setting
- Ensures appropriate culture and character development orientation across grades 6-12
- Educates parents regarding school expectations including the student handbook
- Assists the 6-12 dean in implementing routine climate checks across grades 6-12 each semester
- Assists the 6-12 dean with climate data and presentations to faculty and parents
- Builds a rapport with the students, helping them to develop negotiation skills and appropriate self-advocacy

#### **Student Supervision**

- Supervises parking lots before school and walks campus periodically during the school day to monitor safety on campus; assists the 6-12 dean and the facilities manager in organizing and overseeing student parking
- Coordinates parking permits and requirements with director of operations

- Supervises off-campus check out/check in procedures (card collection and return)
- Supervises lunches for elementary school, middle school and high school on a daily basis
- Supervises detention for middle school as necessary and high school lunch detention/cleanup
- Supervises and implements after-school detention on a daily basis (3:05-4:15pm)
- Assists the 6-12 dean in implementing a 6-12 tutoring program in the library media center, during study halls and via the student aide program

### **Discipline**

- Assists 6-12 dean with discipline documentation and adherence to district guidelines; attends to dean's supervision and discipline duties when dean is off campus or occupied; assists middle school principal and 6-12 dean with major discipline interviews and investigations
- Assists middle school principal with positive behavior system including positive referrals
- Assists the dean with enforcing the attendance policy

### **Administrative Team**

- Assists the 6-12 dean to ensure that Peak to Peak meets all BVSD, state and federal guidelines, regulations and reporting requirements for school-wide discipline
- Assists with open enrollment and attends school events as necessary
- Serves as a member of the Emergency Response Team
- Participates in School Improvement Planning process for middle school and high school, assists the 6-12 dean and principals with documentation
- Fulfills duties as assigned by executive, high school and middle school principals

### **Credentials/Experience and Abilities Required:**

- Principal license and previous administrative experience preferred
- Bachelor's degree required; master's degree preferred
- Teaching and coaching experience preferred
- Advisory/counseling experience
- Knowledge of and commitment to character development, bully-proofing and anti-harassment programs
- Demonstrated initiative and skills in the following areas: relationship and community building, communication, conflict resolution, creativity, problem solving, decision making and time management
- Expert-level written and oral communication skills
- Computer skills required: knowledge of Microsoft Word, Excel and PowerPoint; administrative network
- CPR and First Aid certification