



# CHATTANOOGA PREPARATORY SCHOOL

## DEAN OF FACULTY AND STUDENTS POSITION DESCRIPTION

### Position Summary:

The Dean of Students works with the Principal in carrying out the school's academic and behavior programs. The Dean of Students understands and responds to the challenges presented by today's diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the principals, faculty, counselor, staff, students and parents towards a positive school climate.

### Supervision and Controls over the Work:

The Dean of Students works with a high level of independence and professional discretion under the general supervision of the principals.

### **Major Duties and Responsibilities (depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following):**

1. Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Skill in human relations, which demonstrates sensitivity to, needs and concerns of others.
2. Participates or leads development of positive behavior support systems and development of intervention strategies.
3. Demonstrated ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs. Coordinates, facilitates and implements disciplinary intervention steps, and processes with staff, working closely with the principal.
4. Attends and participates in various leadership team meetings and other building meetings as assigned. Must possess the ability to interpret attendance data accurately. Coordinates, facilitates and implements attendance intervention steps, including but not limited to holding attendance conferences and making home visits. Contacts students and parents to discuss attendance irregularities. Coordinates and refers students to the principal in cases of absences at or beyond ten days. Assists with student discipline.

5. Coordinates implementation of parent involvement as well as school sponsored events. Assists with school-wide and event supervision. May oversee school-wide emergency preparedness team meetings and implementation efforts.
6. Demonstrated ability to communicate orally and in writing with clarity and conciseness. Motivates students in a positive direction, which will help students to increase individual decision-making responsibilities.
7. Ability to effectively supervise building classified staff in keeping with the staff member's collective bargaining agreement.
8. Required to follow Board policies and keep abreast of updates and changes.
9. Assist the principal in creating data cycles, academic coaching records, data analysis, and curriculum mapping.
10. Assist teachers in developing strategies that will help strengthen their knowledge and teaching skills in order for students to reach their academic potential.
11. Performs other duties assigned.

**Desired Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Ability to support and value the efforts of ongoing cultural community projects and events.
3. Skills and ability to serve as an educational leader including the ability to plan, organize, and facilitate staff meetings, planning processes, and cultural community projects and events.
4. Strong assessment, analytical and diagnostic skills.
5. Bilingual Skills.

**Minimum Qualifications:**

1. Five years demonstrated successful teaching, academic coaching, and/or counseling experience middle/high school level preferred.
2. Tennessee Administrator credential preferred or commitment to work towards that credential.