

Dean of Students and Safety

Highly organized and professional individual with the ability to balance firmness and high expectations with understanding, and meeting the needs of urban students. Understands how to create a positive and supportive climate and culture.

Qualifications:

- Bachelors Degree, preferably in management, political science/law, education or criminal justice
- Excellent leadership, management, and communication skills
- Ability to support a safe, welcoming, nurturing, learning community that reflects a positive school climate
- Strong work ethic and willingness to work extended hours
- Ability to organize and monitor before/after school programs
- A commitment to working collaboratively with parents, community members/organizations, and business leaders

Responsibilities:

- Acts as a liaison between school staff and law enforcement
- Contacts parents about student discipline issues
- Coordinates disciplinary meetings with parents, staff, and administration
- Oversees discipline of students
- Tracks disciplinary data on infractions, suspensions, and tardiness
- Creates detention schedules and runs after school detention programs
- Coordinates and executes building security coverage and hall sweep plans
- Creates and implements school safety and emergency plans
- Engages in collaborative activities with community members
- Co-teaches student leadership Innovative Change Project with principal
- Manages activities related to vending machines, lockers, and keys

