



DEAN OF STUDENTS JOB DESCRIPTION

Job Purpose:

We are seeking a dynamic and experienced leader to serve as the Dean of Students for our Orlando Science Charter School K-8. As the champion for student well-being and success, you will oversee a multifaceted program that fosters a safe, supportive, and academically enriching learning environment for all students. You will work collaboratively with diverse stakeholders, including administrators, teachers, staff, parents, and community members, to provide comprehensive support and address the academic, social-emotional, and behavioral needs of all students.

Qualifications:

- Bachelor's degree from an accredited institution.
- Master's degree in educational leadership or a related field is preferred.
- A valid Florida Educator Certificate is preferred.
- Minimum of 5 years of experience working in a K-12 school setting
- Three years of leadership including coaching in a charter school setting is preferred.
- Proven track record of success in supporting students and creating a positive school climate
- Strong leadership and interpersonal skills
- Ability to collaborate effectively with diverse stakeholders
- Commitment to equity and inclusion
- Have a thorough understanding of Title IX regulations and procedures to investigate and address complaints effectively.
- Knowledge of data analysis and assessment practices
- Familiarity with technology and digital tools

Essential Functions

Student Support and Development:

- Oversee the implementation of positive behavior intervention and support strategies to promote a positive school climate.
- Manage student discipline, ensuring fair and consistent application of school policies and procedures.
- Collaborate with school counselors, mental health professionals, and other support staff to provide individualized interventions and resources.
- Respond to student concerns and inquiries, providing guidance and support to navigate school challenges.
- Collaborate with the Principal to develop proactive disciplinary interventions and coordinate student referrals to the positive alternative suspension program.
- Assist new students with transitioning to the school community.

Attendance Management:

- Oversee all student attendance matters, collaborating with teachers and Pupil Personnel Services teams to address truancy.
- Investigate attendance issues and assigns appropriate consequences, ensuring all absences are adjudicated fairly and in accordance with state law and board policy.
- Communicate effectively with parents, teachers, and relevant personnel regarding attendance concerns.



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- Advise students and parents on strategies to improve attendance and maintain positive academic progress.

Leadership and Management:

- Provide visionary leadership for the school, setting high expectations for student success and creating a culture of continuous improvement.
- Supervise and evaluate staff responsible for student support services.
- Mentor and coach staff to develop their skills and knowledge in supporting students.
- Develop and implement data-driven plans to monitor student progress and identify areas for improvement.
- Represent the school at community events, advocating for student needs and promoting the school's mission.

Safety and Security:

- Partner with the Principal and other administrators to create a safe and secure learning environment for all students.
- Oversee the development and implementation of emergency preparedness plans and procedures.
- Partner with the Principal to ensure adequate coverage at all school events requiring supervision.
- Collaborate with law enforcement and community partners to address safety concerns.
- Supervise students during transitions and extracurricular activities.
- Collaborate with the Principal in developing and implementing practices that promote campus control and security.
- Patrol buildings and grounds in conjunction with other staff members.
- Ensure compliance with all relevant safety regulations and policies.

Investigation and Facilitation:

- Follow established school and district protocols for conducting investigations. This may involve interviewing witnesses, reviewing evidence, and consulting with legal counsel or other experts.
- Investigate student conduct issues, such as cheating, vandalism, drug possession...etc.
- Ensure confidentiality for all parties involved while upholding fair and impartial procedures for all.
- Facilitate mediation between involved parties to seek a mutually agreeable resolution when appropriate.
- Maintain accurate and detailed records of the investigation process and its findings.
- Inform the appropriate school administrators and authorities about the investigation findings and recommended actions. This may include reporting to law enforcement in cases of criminal activity.
- Communicate with parents and students involved, providing updates and information about the investigation and its outcomes.
- Collaborate with school staff and stakeholders to develop and implement prevention strategies and training programs to address bullying, Title IX violations, and other concerns.

Title IX & Bullying:

- Serve as the Title IX Coordinator, responsible for ensuring compliance with Title IX regulations and overseeing sexual harassment investigations.



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- receives initial reports of bullying, Title IX violations, or other concerns from students, parents, staff, or other sources.
- Assess the severity and nature of the report, determining the appropriate course of action.
- Gathers information through interviews with involved parties, witnesses, and relevant school personnel. They may also review evidence such as emails, texts, or video recordings.
- Take immediate action to ensure safety and de-escalate the situation.
- Receive and respond to Title IX complaints, ensuring fairness and impartiality throughout the process.
- Work with a Title IX team of trained professionals to investigate and resolve complaints.
- Provide appropriate support and resources to complainants and respondents, ensuring their rights are protected and needs are addressed.
- Promote anti-bullying initiatives through campaigns, workshops, and curriculum integration.
- Address individual bullying incidents, providing support to both targets and perpetrators, ensuring appropriate consequences, and implementing restorative justice approaches where applicable.
- Communicate effectively with parents, staff, and students about bullying concerns and maintain open channels for reporting incidents.

Work Values:

- Be considerate of others' needs and feelings, understanding and supportive.
- Be open to criticism and stay calm and effective in high-stress situations.
- Be honest and ethical.
- Maintain composure, keep emotions in check, and avoid anger, and hostile behavior in the most challenging situations.
- Be open to change (positive or negative) and to significant variation in the workplace.
- Be friendly with others on the job and display a decent-natured, collaborative attitude.
- Be reliable, responsible, dependable, and fulfilling obligations.
- Facilitate positive transformation and human-to-human connection.
- Demonstrate self-Reflection and awareness.
- Display multicultural competency and adopt a multicultural worldview.

Knowledge:

- Strong understanding of child development, adolescent psychology, and learning theories.
- In-depth knowledge of school discipline policies, district regulations, and relevant state and federal laws relating to students.
- Skills in interpreting student data, analyzing trends, and using data to inform decision-making.
- Proficiency in educational technology tools and platforms used for communication, record-keeping, and resource management.

Skills:

- Excellent written and verbal communication skills for interacting with students, parents, staff, and the community.
- Skilled in mediating conflicts, facilitating productive conversations, and finding mutually agreeable solutions.
- Adept at building strong relationships and collaborating effectively with diverse stakeholders.
- Ability to critically analyze situations, identify root causes, and develop effective solutions.



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- Strong judgment and ability to make sound decisions often under pressure and with limited information.
- Excellent organizational skills and ability to prioritize tasks effectively within a fast-paced environment.

Abilities:

- Ability to inspire and motivate others, set clear expectations, and delegate tasks effectively.
- Skilled at understanding and responding to the needs and emotions of students, parents, and staff.
- Ability to appreciate and respect diverse cultures, backgrounds, and experiences.
- Ability to adjust to changing situations and be open to new ideas and approaches.
- Ability to handle demanding situations with composure and maintain emotional well-being.
- Ability to develop new solutions and programs to meet the evolving needs of students

PHYSICAL REQUIREMENTS:

- Ability to walk, sit, and stand for extended periods throughout the day, navigating various school environments (classrooms, hallways, etc.).
- Ability to clearly and effectively communicate (talk, listen, and ask questions) with students, staff, and parents in a professional and respectful manner. This includes the ability to convey (express) detailed or important spoken instructions accurately and appropriately.
- Ability to perceive speech and other environmental sounds at normal loudness levels in order to effectively communicate, receive instructions, and maintain safety awareness.
- Ability to see clearly at a distance sufficient to read numbers and text, operate equipment, and inspect materials necessary for the job duties.
- May require climbing stairs or accessing elevated areas for inspections or supervision.
- Ability to participate in physical activities with students during events or recess (optional but encouraged).
- Ability to operate a computer and other office equipment efficiently.
- Fine motor skills for writing, signing documents, and manipulating materials.
- Ability to read and review documents clearly.
- Ability to bend, kneel, or crouch may be required in certain situations, such as assisting students or observing classroom activities.
- Ability to observe and monitor student activity effectively.
- Ability to understand verbal communication in various settings (meetings, classrooms, etc.).
- May occasionally need to lift and carry light objects (books, materials, etc.).
- School environments can be noisy and stimulating. The ability to tolerate these conditions is essential.

EQUAL EMPLOYMENT OPPORTUNITY:

Orlando Science Schools is committed to providing equal employment opportunities and employs all qualified persons without regard to race, color, religion, age, sex, national origin, disability, or any other classification protected by federal, state, or local laws.

JOB DESCRIPTION DISCLAIMER:



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The duties and responsibilities specified are not a thorough list and additional tasks may be assigned to the employee from time to time as required by business necessity.