



## Assistant Dean of Students & PBIS Lead Urban Academy of Greater Pittsburgh Charter School

**TITLE:** Assistant Dean of Students

**REPORTS TO:** Dean of Students

**JOB FUNCTION:** The Assistant Dean of Students will work collaboratively with the Dean of Students and School Social Worker as a member of the Student Support Services Team (“SSS Team”). The role will support the Dean of Students in maintaining and upholding safe, positive, and joyful school culture in which students are held accountable and are recognized for excellent behavior. While no position description completely describes the job, the responsibilities listed below are a representation of the major expectations of the Assistant Dean of Students.

### **ASSISTANT DEAN OF STUDENTS DUTIES and RESPONSIBILITIES**

- Use restorative practices to resolve conflict when needed.
- Contribute to strategies and projects to support student success.
- Collect, track, and report accurate school culture and discipline data.
- Uphold student accountability with warm and emotionally consistent presence.
- Provide advice to student relating to academics, decision making, and behavior.
- Ensure a strong start to the day by supervising breakfast daily from 7:30-8:00 am.
- Respond to violations of all school policies and code of conduct consistently and fairly.
- Create student profiles and behavioral plans to help reduce out of school suspensions.
- Support student accountability through the class removal and morning check-in processes.
- Assist with the coordination and preparation for school-wide processes, whole school events, assessments, and celebrations.
- Participation in all schoolwide committees
- Hold and implement behavior charts and behavior support plans for a small caseload of students.
- Coordinate and run meetings with teachers, students and/or parents for low-level infractions as it relates to school culture.
- Facilitate core Dean’s office functions such as class removal processes, morning check-ins, and emotional support.
- Work as part of the Crisis Response Team to assist in maintaining a safe learning community for students, faculty, and staff.
- Develop a daily schedule for student “check-ins” to assist in keeping students on track and out of trouble.
- Educate students, staff, and families regarding the handbook guidelines, and hold all constituents accountable for adhering to the handbook.
- Under the supervision of the Dean, support students and teachers in creating calm and productive learning spaces marked by mutual respect.
- Proactively identify ways to improve the efficiency and efficacy of the Student Support Services team.
- Coordinate the implementation of appropriate in-school detention program to include virtual detention.
- Supervise common spaces to create a strong and positive culture outside of the classroom, including calm and joyful cafeteria and recess environments.
- Coordinate and lead restorative circles in support of the school’s Positive Behavioral Interventions and Support (“PBIS”) plan.
- Identify and respond to low-level challenging behaviors, with emotional consistency, and coordinate an appropriate response with Dean of Students and Social Worker.
- Work closely with the Dean of Students in upholding the school’s discipline philosophy by intervening in mean and biased behaviors to prevent bullying and harassment.



## **Assistant Dean of Students & PBIS Lead Urban Academy of Greater Pittsburgh Charter School**

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Familiar with flyer and program design technology
- Demonstrated success working with children.
- Is able to work well independently and with very limited supervision.
- Displays highly effective communication skills geared to various age groups.
- Experience with google calendar, documents, forms, slideshows, and sheets.
- Ability to uphold high expectations for students with a calm and caring demeanor.
- Command respect by example in appearance, manners, behavior, and language.
- Possesses the ability to make decisions based on factual evidence and observation.
- Possesses excellent relationship skills and the ability to intervene when children are off track.
- Exhibits outstanding organization and time management skills for managing a large workload.
- Effective practices for personal organization and time management in order to meet deadlines.
- Strong cultural competence and an understanding of the nuances of diverse school environments.
- Passion for education, confidence to lead in challenging situations, and the belief that all children can learn.
- Demonstrates the ability to use multiple techniques to help students develop study, learning and testing skills.
- Demonstrates the ability to work with children of all ages who are dealing with various learning troubles.
- Professional writing skills and confidence with professionally managing a high volume of email and phone communications.
- Excellent interpersonal skills, including the ability to effectively analyze and solve problems, communicate with a range of stakeholders in oral and written form, manage conflict and respond flexibly to changing dynamics.
- Knowledge/training on restorative practices & mediation.

### **EDUCATION and EXPERIENCE**

In order to work as Assistant Dean of Students, it is preferable that the individual possess at least a Bachelor's degree from an accredited college or university or an acceptable combination of experience in counseling or behavioral support experience.

### **SALARY**

Salary ranges from \$37,000 to \$47,000 annually based on experience.