

Dean of Students, Charlotte Lab Middle School

Job Posting Date: April 10, 2019

Application Closing Date: when position is filled

Hours: Full-Time

Start Date: August 1, 2019

Contract End Date: June 30, 2020

Responsibilities:

The **Middle School Dean of Students** is responsible for implementing the school's mission through effective leadership and management of the school's students and by supporting school faculty. The Dean of Students leads, manages and oversees multiple facets of the discipline program and student culture. The Charlotte Lab Middle School Dean of Students will have the following responsibilities:

Discipline Program

- Overseeing any and all disciplinary actions;
- Based on data and programs that have proven results, developing a vision for supervising, managing, and implementing a discipline program;
- Implementing a restorative discipline program or supportive structures for struggling students, aligned with the discipline vision to ensure student success in meeting school expectations;
- Keeping current with successful discipline methodologies and practices;
- Maintaining internal discipline data and reporting relevant data to PowerSchool.

School Culture

- Setting and enforcing standards for school culture, including behavior, performance, and attendance;
- Fostering a positive school climate, through programming and practices that supports the school's mission statement; promoting respect and appreciation for all students, staff and parents;
- Building effective relationships among teachers, parents, and the community to improve school culture;
- Exhibiting a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees;
- Providing professional development opportunities for all staff around culture, including 1:1 intervention and classroom management;
- Being a physical presence during transitions, recess, lunch and times when students are not in class;
- Consistently providing feedback to teachers around performance and meeting with them to discuss their progress around issues of school culture.

Management

- Working with teacher teams to support students who have behavior and disciplinary issues;
- Following up on and coordinating teacher disciplinary referrals;
- Actively participating as a member of the Leadership Team;
- Attending weekly check-in meetings with Head of School;
- Meeting with Grade-Level Chairs weekly or bi-monthly to become familiar with student issues, behavior, and concerns;
- Assisting Leadership Team in developing policies related to student and school culture and in creating and maintaining the Faculty and Family Guides to Life @ Lab;
- Participating actively in ongoing professional development and faculty evaluation process;
- Supervising students and maintaining a clean, orderly, safe, and positive learning environment;
- Serving as an advisor to a small group of students; in this role, delivering a social-emotional skills curriculum, serving as advocate for advisees, and operating as liaison between their families and the school;
- Fulfilling all other duties & responsibilities as assigned by supervisor.

Candidate MUST:

- Demonstrate the qualities outlined above;
- Hold a Bachelor's degree from a four-year institution;
- Have experience serving in a school leadership role, preferably as a Dean of Students;
- Have at least five years of experience in a school, preferably at least 2 years of teaching experience, demonstrating excellent classroom management skills;
- Have experience working with middle school students with diverse backgrounds and needs;
- Have strong interpersonal and communication skills.

In addition, the Lab School Leadership Team will look favorably upon candidates who:

- Are fully licensed or willing to obtain North Carolina teacher licensure;
- Have teaching experience;
- Have training in Trauma-Informed and/or Restorative Discipline practices;
- Have previous experience working with diverse populations;
- Have previous experience working with Exceptional Children;
- Have an advanced degree in a related field;
- Are motivated to work in an open, progressive school environment;
- Are independent thinkers;
- Are reflective in their practices and have a growth mindset;
- Demonstrate flexibility and adaptability;
- Demonstrate innovation and creativity;

- Work comfortably with technology;
- Demonstrate unquestioned integrity and commitment to Lab's vision, mission, and growth;
- Demonstrate professional demeanor, strong self-confidence;
- Take initiative, are self-starters, and demonstrate leadership skills;
- Possess excellent verbal and written communication skills;
- Possess excellent interpersonal skills;
- Have experience with standards based grading;
- Demonstrate ability to work in a dynamic, fast paced environment both independently and as part of a team;
- Display strong judgment and decision-making skills;
- Are exceptionally organized, and have ability to prioritize effectively and meet competing deadlines;
- Have high energy, humility, and a good sense of humor;
- Demonstrate flexibility and ability to work in ambiguous situations;
- Have comfort with technology and are a quick learner of various computer applications;
- Have ability to build relationships and collaborate with others.

Salary & Benefits

Salary will be commensurate with experience and education level. The position includes health benefits for employee and the opportunity to contribute to a 403b retirement plan.

Application Process

Please visit www.charlottelabschool.org/lab-faculty/working-at-lab to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.