

Job Description

Position Summary: The Dean of Students works with the Principal in carrying out the school's academic and behavior programs. As a professional educator 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, social and emotional development. The Dean of Students works cooperatively with the principal, social workers, intervention specialist, faculty & staff, students and parents towards a positive school climate. Los Puentes Charter School serves an at-risk population in grades 7-12 and is a school in turnaround. We seek an individual who has successful experience in working with culturally diverse families and communities. The selected candidate must demonstrate a commitment to strengthening community engagement and communication with the schools' diverse populations.

The Dean of Students works with a high level of independence and professional discretion under the general supervision of the principal. The work is controlled and evaluated by acceptable professional practice, school policies and regulations, provisions of New Mexico Administrative Code, direction of the principal, and performance standards and in support of the school's five year strategic and transformative plan, mission, and vision.

Major Duties and Responsibilities (duties and responsibilities listed may include, but are not limited to the following):

- 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. The Dean of Students participates or leads development of positive behavior support systems and development of intervention strategies
- 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, including PBIS, and processes with staff, working closely with the principal.
- Attends and/or leads various leadership team meetings and other building meetings as assigned. Demonstrates an ability to communicate orally and in writing with clarity and conciseness, develop agendas, and prepare reports.
- Must possess the ability to interpret attendance data accurately.
- Coordinates, facilitates and implements attendance intervention steps, including but not limited to holding attendance conferences, making home visits, and preparing paperwork. Contacts students and parents to discuss attendance irregularities.
- Under direction of the principal processes student discipline referrals and determines consequences for violations of behavior infractions as detailed in the student handbook.
- Motivates students in a positive direction, which will help students to increase individual decision-making responsibilities.

- Coordinates implementation of parent involvement as well as school sponsored events.
- Assists with school-wide and event supervision.
- Assists with school-wide emergency preparedness team meetings and implementation efforts.
- Follows all Student, Staff and Board policies and is willing and capable of reviewing student policies and draft suggesting updates and changes.
- Performs other duties as assigned.
- This position works under a 196-day contract

Minimum Qualifications:

- State of NM Level II or III Teaching license required, Administrative license preferred
- Successful teaching and/or counseling experience at the secondary level. Demonstrated ability 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.
- Ability to support and value the efforts of ongoing cultural community projects and events.
- 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.
- Strong assessment, analytical and diagnostic skills.
- Commitment to excellence
- Bilingual skills a plus

Send Resume and Cover letter by email. Position open until filled.

Anna Phillips

Principal



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“Everybody is a genius; but if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid”.

-- Albert Einstein

Los Puentes will create an environment through inclusiveness, instructional best-practices, and mental/social/behavioral supports to nurture individuals academically, socially, and emotionally so that they are equipped to overcome challenges and prosper in life by becoming personally prepared for college, career, and community.