



Promise Academy Dean of Students Job Description

Reporting to the Principal, the Dean of Students will have overall responsibility for ensuring that students at Promise Academy are attending regularly, are continuously enrolled, and are able to access the services and supports they need in order to graduate. The Dean of Students is responsible for the development and delivery of student and family focused programming designed to further Promise Academy's mission to:

- Recognize each student's right to an education that prepares them for post-secondary success
- Educate and graduate students that have not been successful in a traditional high school
- Provide flexible and individualized learning experiences
- Provide meaningful relationships with caring adults and engaging programming

General Responsibilities

1. Attendance and Retention

- Responsible for maintaining enrollment by increasing school's retention rate and helping students to mitigate barriers to continued enrollment.
- Implements, with quality and fidelity, the attendance policies at Promise Academy and maintains records sufficient to serve as evidence of such.
- Responsible for the timely and accurate preparation and delivery of attendance reports to internal constituents.
- Develop, implement, monitor, and evaluate programs designed to improve student attendance at Promise Academy.
- Either directly, or through assistants, mitigates barriers to attendance and progress by conducting "field work" sufficient to improve attendance and progress.

2. Student Engagement

- Successfully combines the traditional roles of dean of students, attendance officer, and guidance counselor without losing focus on the importance of interpersonal relationships with students.
- Administer and enforce the code of student conduct and all other provisions of the Student and Parent Handbook.
- Manages the school's Food Pantry and Boutique, including fostering partnerships with the Cleveland Food Bank and other providers.
- Conducts a significant portion of the student intake process, including orientation.
- Responsible for developing, managing, and growing student programming. These programs include yoga classes, Wednesday Workshops, Friday Food Fair.

3. Family and Student Support

- Maintains knowledge of, and partnerships with, various social support agencies and can refer students and families to those agencies quickly.
- Clearly understands the difference between referring clients to support agencies and providing that support directly.
- Plans and manages student and family events, including open houses, celebrations, and commencement.
- Fosters and manages school/agency partnerships to ensure that all partners are informed of student progress and engaged in the educational process

4. Post-Secondary Planning

- Assumes primary responsibility for ensuring that Promise Academy delivers on its commitment to graduate students with a high school diploma and a clearly defined “next step” in the student’s post-graduation journey.
- Provides information and assistance to students relative to their Individual Career Plan and post-secondary options and guides them towards accessing those options.
- Develops and maintains partnerships with colleges, vocational schools, training programs, and relevant industry connections to create effective post-secondary pathways for all students

Actual Job Responsibilities

1. Report to and work closely with the Principal and seek his/her involvement in operational decisions.
2. Collaborates with education staff to ensure that students are progressing through coursework.
3. Implement, with quality and fidelity, the school culture portion of the strategic plan.
4. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Promise Academy’s Mission.
5. Participate in Board and Task Force meetings as required.
6. Establish procedures to ensure a positive school culture.

QUALIFICATIONS

Education and Experience:

- Minimum of three years of experience in education, social services, or related field
- Demonstrated experience working with diverse populations and leading programs to support their active engagement
- Experience working effectively with urban environments, especially as related to students and families, and outside partner agencies
- Prior administration experience and/or Master’s degree preferred

Skills, Beliefs, and Mindset:

- Belief in and alignment with the mission of Promise Academy and a strong passion for serving Promise's student population
- Culturally competent and self-reflective leader who understands the effects of race, class, ethnicity, gender, income, disability, and other lines of difference and has personally worked in communities like Promise's to ensure that all students have an opportunity to succeed
- Ability to build innovative systems, work across multiple-stakeholders to examine their efficacy, and refine them continuously to achieve goals
- Willingness to go above and beyond to build and contribute to the success of a dynamic team
- Excellent communication skills, both verbal and written
- Entrepreneurial spirit with an interest in innovative practices
- Thrives in settings with autonomy, independence, and high levels of personal flexibility
- Strong interpersonal skills and ability to build and cultivate relationships
- Understanding of the nuances of urban school environments and school culture

COMPENSATION

- Promise offers employees a competitive salary and benefits package.

APPLY

- To apply for this position, please email a resume and cover letter to D.Zeffren@Promise-Academy.com with 'Dean of Students' in the subject line. Only candidates who are selected for an interview will be contacted.

Promise is a public charter school that does not discriminate against any student, parent, community member, or employee on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.