

Dean of Students (6th-8th Grade)
United Schools Network

Direct Link: <https://www.AcademicKeys.com/r?job=154537>

Downloaded On: May. 6, 2021 11:56am

Posted Feb. 23, 2021, set to expire Jul. 8, 2021

Job Title	Dean of Students (6th-8th Grade)
Department	United Schools Network
Institution	United Schools Network Columbus, Ohio
Date Posted	Feb. 23, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Administrator
Academic Field(s)	Administration
Apply Online Here	http://www.applitrack.com/cca/onlineapp

Apply By Email

Job Description

Position: Dean of Students (6th-8th Grade)

Reports to: School Director

Who We Are

The United Schools Network (USN) is a nonprofit organization in Columbus, Ohio, that starts and manages urban public charter schools that close the opportunity gap. The network includes two high-performing middle schools and two high-performing elementary schools. We are seeking a Dean of Students to join our network at Columbus Collegiate Academy - Main St.

Vision & Mission



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Vision: For every child, an open door.

Mission: Transforming lives and our communities through the power of education.

Core Values

We hold high academic and behavioral expectations to ensure the growth of every student.

We engage and grow competent and experienced school leadership and staff.

We offer a rigorous academic program with intentional student supports and a comprehensive character education program.

We provide clear standards, research-proven curriculum, and frequent assessment.

We are a mission-driven school community.

Our Students and Results

Admission is open to all students; academic proficiency is not considered during the admissions process.

75% of our students are students of color and 90% are economically disadvantaged.

USN schools serve students in grades K-8 and have a robust alumni services program.

USN 8th graders regularly gain acceptance to the top high school programs in the city.

Joining Our Team

CCA-Main St. will consider hiring a full-time Dean of Students who:

Leadership Skills & Characteristics

Embodies, advocates, and operationalizes the school's mission, vision, expectations, and values.

Demonstrates a high level of professional maturity including emotional constancy in stressful situations.

Has the ability to bring out the best in others and acts as a positive force to motivate others.

Carefully manages tasks and time by being extremely well-organized and detail oriented.

Demonstrates tenacity and persistence in pursuit of solutions that maximize student achievement.

Works collaboratively with the leadership team and instructional staff to support the needs of students.

Is open and committed to implementing frequent feedback from lead teachers and school leaders.

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Exhibits ability to effectively relate to, engage, and communicate with a diverse group of students and their families in one-on-one, small group, and large group settings.

Communicates effectively in both formal and informal settings.

Demonstrated commitment to diversity, equity, and inclusion.

Administrative Duties

Establishes and sustains a joyful, safe, friendly, orderly, and disciplined culture that promotes positive student behavior and that motivates students to exhibit the school's values.

Maintains school culture calendar and sends updates frequently to inform staff of upcoming programs, activities, and events.

Plans community meetings, field trips, character education, and other similar culture-building activities, and leads the Student Council and Peer Mediator program.

Facilitates partnership between the school and mental health providers, and supports the creation of behavior plans for diverse learners.

Ensures consistent adherence to the Code of Conduct and provides timely behavioral data to staff.

Serves as primary contact between bus services and the school concerning behavioral issues on the bus.

Communicates regularly with families concerning the behavioral challenges of students including communicating ways in which these challenges may be overcome.

Maintains accurate student discipline records documenting all calls, conferences, office referrals, detentions, in-class suspensions, and out-of-school suspensions.

Builds systems, provides training and coaching to staff, and tracks data regarding positive consequences.

Acts as a resource to teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school culture.

Ensures the physical environment of the school reinforces school culture and facilitates achievement.

Updates the Culture Manual annually and uses it as the foundation for culture-related professional development throughout the year.

Leads professional development sessions aimed at strengthening and implementing the school's values and management system.

Plans Family Orientation and Culture Camp with the School Director to orient new families and students to school systems, procedures, and the Code of Conduct.

Authors the school newsletter, school announcements, social media, and other communications for students and families.

Serves as a member of the Building Leadership Team.

Assists in the selection and hiring of staff.



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Supports the student enrollment process and conducts home visits throughout the year.
Completes other duties as assigned by the School Director.

Experience & Qualifications

CCA-Main St. will consider hiring a full-time Dean of Students who:

Is dedicated to educational success for all students.

Has at least two years of successful teaching and/or school leadership experience in an urban school.

Is committed to using data-driven practices and techniques outlined in Teach Like a Champion 2.0 to improve student outcomes.

Is open and committed to implementing frequent feedback.

Communicates effectively with students, families, and colleagues.

Has technological proficiency using Google & Office products.

Holds a B.A./B.S. degree.

Terms of Employment

This position will begin on July 1, 2021 though applications will be considered immediately. The starting salary for this position is \$55,000, benefits are competitive, and teachers are eligible to participate in Ohio's State Teacher Retirement System (STRS). CCA-Main St. is an Equal Opportunity Employer.

Apply online at www.applitrack.com/cca/onlineapp.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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