



CIRCLE CITY PREPARATORY SCHOOL DEAN OF STUDENTS

Start Date: July 17, 2024

Status: Full-Time, Exempt

Job Category: Student Supports

Salary: \$50,00-\$65,000

Benefits: 403b, Dental, Life, Medical, Vision

Overview:

Our **Dean of Students** (DOS) plays a critical role in ensuring *all* our students are positioned to achieve excellence by supporting them and their behavior. The Dean of Students will work closely with teachers and administrators to build, maintain, and oversee a positive, supportive school culture. Your job is threefold: (1) build authentic relationships with students and families, (2) set clear and consistent expectations for students, (3) limit time spent by students outside of class.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. **Circle City Prep** is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, adding a 8th grade.

Job Responsibilities:

As a **Dean of Students**, you will:

- Develop intervention strategies and track student progress, decreasing out of class referrals by 10% quarterly.
- Build strong relationships with families and scholars and communicate student progress in non-academic areas.
- Manage a space for students to address non-academic issues and facilitate student success in the classroom.
- Coach teachers and staff around culture and behavior management best practices.
- Plan and execute weekly school-wide celebrations, monthly incentive weeks, general PBIS structures and adult culture events.
- Ensure fidelity of behavior data tracking through Dean's List and Alma.
- Provide consistent presence in hallways and classrooms, modeling behavior expectations and building warm, joyful culture.
- Own late pick up scholars, ensuring 100% of scholars get home safely and families meet our dismissal/pick-up expectations.
- Lead weekly culture walkthroughs that drive towards school-wide priorities.
- Additional responsibilities as defined.

Requirements:

To be considered as a **Dean of Students**, you must:

- A Bachelor's degree is required.
- Have a track record of producing dramatic, demonstrable student achievement gains with a minimum of five years experience in an urban public-school setting.
- Have the ability to build strong relationships quickly.
- Be a strong problem solver, able to adapt and execute quickly.
- Work occasional weekends and evening work hours required.
- Pass a criminal background check, as required by law.

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



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