



## LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

### **Dean of Students Job Description**

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school with 80 students and will grow with its students through 5<sup>th</sup> grade. Our mission is to build a community that prepares all students for academic and collegiate success and equips them to enter the world as active, responsible, and involved citizens and leaders. We utilize an extended day to implement research-proven curriculum focused on math, literacy, critical thinking, and science. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

Being a leader at Lafayette Preparatory Academy:

Lafayette Preparatory Academy seeks passionate educators and relentless over-achievers who have proven to be ambitious self-starters and operate with both a sense of urgency and responsibility. The Dean of Students will be responsible for ensuring that Lafayette Preparatory Academy establishes and maintains a positive culture of behavior and learning, supporting teachers in behavior management and student discipline. The Dean of Students will work with the Head of School to establish a professional rapport with students, staff, and families and will meet with parents regularly regarding student discipline and behavior issues. He/she will maintain a safe, orderly environment that encourages students to take responsibility for their behavior and will be charged with creating high morale among staff and students. Potential candidates for the Dean of Students position must demonstrate an ability to interact positively and collaboratively with families and must have a warm but firm and direct disposition with students, as well as an agreement with Lafayette Preparatory Academy's student management philosophy.

#### **SPECIFIC RESPONSIBILITIES:**

##### **School Culture and Discipline**

- Provide leadership to all staff and students in establishing a joyful, structured, and achievement-oriented school culture
- Establish supportive relationships between the home and school
- Create and sustain programs for students that teach LPA's vision, mission, culture and school expectations
- Establish and implement social skills, discipline and school culture initiatives



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- Ensure that all students and families know and abide by the school rules and norms
- Administer appropriate discipline to all students as outlined by LPA Handbook
- Keep accurate student discipline records including the documentation of all parent/guardian conferences, suspensions and phone calls for behavior
- Support teachers in ensuring they set high expectations and manage their classes in accordance with LPA expectations
- Coach teachers to implement behavior management plans and improve instructional practice especially as it relates to issues of discipline and school culture
- Be highly present and visible during school hours relentlessly ensuring a positive school environment
- Model the school's core values and set the standard for professional behavior
- Collaborate with other members of the school's leadership team to create and sustain programs for students and families that recognize and celebrate achievement and continuous progress
- Create the internal systems necessary to monitor and support student character development
- Coordinate and conduct appropriate parent/teacher conferences related to attendance, discipline, and school involvement
- Communicate daily with students, parents, and teachers regarding attendance and discipline matters
- Research, develop and implement programs to improve student attendance and discipline
- Identify, plan, and implement strategies to address barriers to learning including attendance concerns, behavior issues and social adjustment
- Participate in coordination of annual summer program for all LPA students to include remediation and student learning extension
- Coordinate and supervise detention hall, in-school suspension, and extended school programs

### School Community

- Fully embrace LPA's mission, vision, and values and promote them to students, staff, other faculty, parents, and members of the outside community
- Actively encourage parents to participate in school activities such as parent meetings, field trips, and as classroom helpers
- Model and support LPA's approach to rigorous academic instruction combined with instilling and reinforcing behaviors that lead to academic and life success
- Maintain positive, constructive and professional relationships with students, their families, and colleagues



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- Communicate regularly with families and develop a supportive home-school relationship
- Participate in working groups of staff and teachers to plan, problem solve, and support one another on an ongoing basis

### Attendance

- Monitor the accurate compilation of daily attendance reports and records
- Monitor daily student attendance and administer LPA attendance policies
- Plan, design, and conduct follow-through strategies to implement the school attendance program
- Coordinate school attendance learning support and interventions which assist students' daily attendance in order to improve their academic achievement
- Assist the Head of School in the preparation of county, state, and federal reports related to attendance and discipline
- Perform other tasks, duties, and responsibilities as assigned by the Executive Director

### QUALIFICATIONS

- At least 5 years of successful teaching, administrative or supervisory experience with exceptional results
- Experience in assessment and achievement data analysis
- An unwavering belief in the school's vision
- Certification to teach in the state of Missouri

### EXPERIENCE

Experienced candidates must demonstrate a track record of exceptional student performance. Candidates will also be evaluated on past leadership experience, academic performance, and commitment to personal and professional growth.

### KNOWLEDGE, ABILITIES, AND ATTRIBUTES

- Deep belief in LPA's vision and mission
- Strong accordance with LPA's values
- Exceptional instructional and classroom management expertise and ability to articulate effective strategies in support of the professional growth of others
- Experience using data and data systems to make instructional decisions and ability to coach others in the use of data to ensure instructional delivery meets the needs of all learners



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- Ability to meet the needs of students learning at widely varied levels and to guide teachers to do the same
- Extraordinary interpersonal skills and desire to work as a team player with teachers and staff
- Ability to plan strategically and maintain a focus on results
- Ability to partner and create relationships with parents and community members
- Understanding of the need for and willingness to do “whatever it takes” to support student achievement in traditionally under-served communities
- Meticulous organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines
- Positive attitude and maturity sufficient for a demanding position and longer school days
- Ability to encourage and develop both divergent and convergent thinking in students and to guide teachers to do the same
- Ability to develop critical thinking skills in students and to guide teachers to do the same
- Ability to establish and maintain cooperative relationships with all stakeholders and to guide teachers to do the same
- A strong love for teaching
- A desire to work with a diverse student population
- Ability to demonstrate loving care for students and their futures yet also a firm personality and belief in a high level of structure

### REPORTS TO:

Lafayette Preparatory Academy Executive Director

### TERMS OF EMPLOYMENT:

Salary and work year is year-round; 8 days sick leave; two weeks paid vacation to be approved by Executive Director; comprehensive benefits package

### TO APPLY:

Submit your resume, cover letter, transcripts, answers to the questions, and three letters of recommendation to Susan Marino, Executive Director, at [susan.marino@lafayetteprep.org](mailto:susan.marino@lafayetteprep.org). In the subject line, write “\_\_\_\_\_ (your name) DOS candidate.”

Please also answer the following questions:

- 1) Which challenges do you anticipate that will be unique to LPA, and how will you address them?
- 2) What is more important: teaching students expectations or teaching students to problem-solve?
- 3) What will be your priorities to begin establishing a positive home-school relationship?



4) How does one strike a balance between a joyful and structured environment?

*It is the policy of Lafayette Preparatory Academy not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or employment practices.*