



# LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

## **Job Description Dean of Students**

Lafayette Preparatory Academy, a public charter school, opened in the fall of 2013 initially as a K-2 program with 74 students and will grow with its students through 8th grade. Our mission is to prepare students for academic and collegiate success and equip them to enter the world as active, responsible, and involved citizens and leaders. We utilize a rigorous academic model to implement research-proven curriculum focused on critical thinking and problem-based inquiry. 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 Community

- Maintain positive, constructive and professional relationships with students, their families, and colleagues
- Be highly present and visible during school hours relentlessly ensuring a positive school environment
- Fully embrace LPA's mission, vision, and values and promote them to students, staff, other faculty, parents, and members of the outside community

- Model and support LPA's approach to rigorous academic instruction combined with instilling and reinforcing behaviors that lead to academic and life success
- Participate in working groups of staff and teachers to plan, problem solve, and support one another on an ongoing basis
- Serve as Homeless, Title I, Title II, Foster Care and Migrant Liaison

#### Parent Involvement and Partnership

- Actively encourage parents to engage in their students' academic success and other school activities
- Develop and maintain parent involvements systems and structures, including parent compact and parent involvement plan
- Support families search for needed resources
- Communicate regularly with families and develop a supportive home-school relationship
- Develop partnerships with outside agencies to support the needs of students, families and staff

#### School Culture and Discipline

- Provide leadership to all staff and students in establishing a joyful, structured, and achievement-oriented school culture
- Establish and implement social skills, discipline and school culture initiatives
- 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
- 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
- Coordinate and conduct appropriate parent/teacher conferences related to attendance, discipline, and school involvement
- Communicate regularly 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
- Coordinate and supervise detention, in-school suspension, and extended school programs

#### 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

### General

- Supervise, train, and evaluate a portion of the teaching staff of the School.
- Assist the Executive Director in the preparation of county, state, and federal reports related to attendance and discipline
- Support the Head of School in training and evaluating the instructional team of the School

### **PHYSICAL DEMANDS**

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The employee is often required to stoop or kneel and lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies. The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: emergency drills, student elopement, physical altercations involving students.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand, stoop, twist and walk for required periods of time.
- Speak and hear.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.

- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

**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
- 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

**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
- Principal certification in the state of Missouri
- Satisfactory completion of a background check and Family Care and Safety check, demonstrating results that meet the guidelines for employment at Lafayette Preparatory Academy

**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.

**REPORTS TO:**

Lafayette Preparatory Academy Head of School

*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.*