

# Girls Athletic Leadership School

## Dean of Students

### **VISION**

The Girls Athletic Leadership School empowers girls to succeed academically, lead confidently, live boldly, and thrive physically.

### **POSITION OVERVIEW: Dean of Students**

The Dean of Students is a key leader responsible for a strategic and tactical role in the cultural development of the GALS MS and HS.

**Reports to:** GALS HOMS and HOHS

**Personnel Management:** none

### **PURPOSE**

The Dean of Students contributes towards a safe environment for learning ensuring that student conduct and GALS culture is maintained and discipline is enforced fairly and consistently. The Dean will own the creation and refinement of the GALS discipline program, which corresponds to the GALS vision and mission. Using quantitative and qualitative data, the Dean of Students will work directly with the HOMS and HOHS to develop behavioral and cultural goals for the middle and high school for the 2016-17 school year.

Additionally, the Dean of Students is a key member of the leadership team and models leadership and professionalism in support of the entire GALS community.

### **Roles and Responsibilities:**

#### **Culture Policies**

- Uphold GALS policies including dress code, food policy, and discipline with attention toward the distinctions between middle and high school
- Ensure policies are included and up to date in Family Handbook
- Ensure staff can explain and accurately describe purpose of policies and lead/manage staff to consistent implementation of policies

#### **Discipline**

- Serve as point person for all immediate discipline concerns
- Establish and uphold referral process for students (to and through being sent to the office)
- Maintain daily documentation of disciplinary incidents (clearly progress monitoring student behavior)
- Communicate with staff regarding behavioral incidents within 24 hours of incident
- Document all behavioral incidents in google doc and in IC
- Communicate with families and students on an ongoing basis

#### **Lunch Detention/After-School Detention**

- Monitor lunch detention on a daily basis - track student attendance and behavior, ensure follow through of consequences for all disciplinary cases
- Manage additional structures necessary to enforce accountable consequences for disciplinary actions including but not limited to ISS

#### **Restorative Justice**

- Manage Restorative Justice as part of disciplinary process (in coordination with consequence system)

### **Positive Culture**

- Support HOMS and HOHS in implementation of community meetings as needed
- Oversee the House System providing point updates weekly

### **Organizational Commitment**

- Attend weekly Student Support Team meetings and provide up-to-date data on relevant students
- Attend bi-monthly Leadership Team meetings
- Serve as an advisory team member to Head of Middle School and Head of High School for short and long-term strategic as well as operational planning
- Report monthly to the Accountability Committee on discipline trends

### **Professionalism**

**Model school leadership consistent with the GALS vision and in support of the GALS community – including but not limited to:**

- Participates fully and actively in Professional Development
- Approaches GALS leadership with issues before hitting crises level
- Actively problem solves and handles issues and concerns immediately and calmly
- Maintains personal space that is organized and professional

### **Time Commitment**

- 5 days a week on campus – M/T/TH/F = 7:30 – 4:30, W = 7:30 – 5:00
- Duties as scheduled
- Additional hours may be needed outside school hours
- Full participation in school leadership meetings

### **Vacation/Holiday**

As an administrative role, the Dean of Students has 3 weeks of vacation during the summer of 2016 from June 20 to July 8. The Dean is expected to be on campus in the summer from June 14 - 17 and July 12 - July 29 from 9:00am - 4:00pm.

During the school year, the Dean follows all staff expectations and hours as outlined above and in the staff handbook. The Dean is responsible for tracking personal time off as dictated by school policy.

### **Support Structures**

- Meet with HOMS and HOHS weekly for discipline/culture oversight
- Evaluation once each semester

\*Note: This is a draft of the 2016-17 job description. Additional responsibilities may be added and existing responsibilities may shift.



