



# GIRLS ATHLETIC LEADERSHIP SCHOOLS

## Director of Student Affairs: Lead Dean

### **VISION**

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

### **POSITION OVERVIEW: Director of Student Affairs: Lead Dean**

The Director of Student Affairs is a key leader responsible for a strategic and tactical role in the cultural development of the student experience in the GALS MS and HS.

**Reports to:** GALS HOMS and HOHS

**Personnel Management:** Dean of Students

### **PURPOSE**

The Director of Student Affairs contributes towards a safe environment for learning ensuring that student conduct and GALS culture is maintained and discipline is enforced fairly and consistently. The Director of Student Affairs will own the creation and refinement of the Restorative Justice Program, Collaborative Problem Solving, Student Support Team Systems and Programs, and 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 2018-19 school year.

Additionally, the Director of Student Affairs is a key member of the leadership team and models leadership and professionalism in support of the entire GALS community.

### **Roles and Responsibilities:**

#### **Restorative Justice**

- Create and implement systems of restorative justice for different facets throughout the 6-12 program
- Manage Restorative Justice as part of disciplinary process (in coordination with consequence system)

#### **Student Support Team**

- Work with head of counseling to lead weekly, data driven meetings to implement student support plans
- Create systems, structures, and protocols to involve key and needed stakeholder participation

#### **Counseling and GALS Series Liaison**

- Collaborate with counseling team towards support of all students - in particular students whose behavioral concerns are a result of social-emotional needs not getting met
- Collaborate with GALS Series staff in order to provide consistency for school-wide culture

#### **Work Room and Waiting Room Systems Lead**

- Coordinate the implementation of two key systems that support students self-regulate and or regulate with the support of an adult
- Incorporate feedback for improving systems when and as needed
- Use data from these systems to inform next steps for students, families, and staff including additional support needs

#### **Culture Practices**

- 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
- Provide coaching to teachers as needed on classroom culture and management (partner with instructional leadership team as needed)

### **Positive Culture**

- Partner with Director of Programming on implementation of student mentoring programs, student leadership, community meeting, and other internal programs
- Partner with Director of Programming on the House System providing point updates weekly
- Partner with School Social Worker on Attendance Needs and Incentives

### **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/In School Suspension**

- 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

### **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 – 7:30 – 4:30
- Duties as scheduled
- Additional hours may be needed outside school hours
- Full participation in school leadership meetings

### **Support Structures**

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