



Position vacancy announcement

Title: Dean of Students

Reports to: CEO

Anticipated start date: July 1, 2022

Classification: Exempt, 260 day employee

Primary Goals

The Dean of Students will be responsible for leading the school's efforts to create a positive, structured, consistent, caring and disciplined school culture. The Dean will also serve to facilitate a smooth transition when students transition to high school from PCS Middle School.

School-wide functions: Help to define, articulate and promote the internalization of a school philosophy. Implement rules and procedures for student and staff safety. Communicate effectively with the various stakeholders of the school community. Continue to foster, develop and maintain a positive school culture that will be felt, heard and experienced throughout the entire school community.

Student functions: Develop a positive culture based on the school's core characteristics. Oversee the safety and well-being of all PCS students. Refine and champion a positive behavior support model that uniquely meets the needs of PCS students. Carry out all operational needs related to student behavior.

Management functions: Support teachers and staff by providing assistance in developing and carrying out effective classroom management and techniques to manage student behaviors.

Required Qualifications

1. Pennsylvania Principal or Administrative Provisional certification.
2. School-level experience working with students diagnosed with learning disabilities.
3. Demonstrated experience developing a positive school culture and developing administrative systems in a Pennsylvania public school.
4. Knowledge of federal and state special education regulations and Common Core standards.
5. Proficiency managing and using data to guide decisions for student programs.
6. Ability to secure all relevant and necessary clearances.
7. Excellent communication, leadership, organization and problem-solving skills.

Desired Qualifications

1. Experience as a Principal or Assistant Principal
2. Special Education Teaching Certificate

Daily Responsibilities

- Develop, refine and carry out a positive behavior management system and address student behaviors that match the needs of PCS students.
- Monitor discipline reports (ODR's) from teachers. Investigate, notify families, and keep accurate documentation
- Oversee PBIS including the coordination of Tier I & II teams, professional development for staff, and communication of expectations to all stakeholders
- Work with School Counselors to coordinate transition meetings with middle school families.
- Observe students within their classrooms/school areas to determine supports needed
- Supervises the in-school suspension room when needed
- Develop policies and practices that allow PCS administrators, teachers and staff to feel supported and appreciated.
- Be highly present during transitions, lunch duties, arrival and dismissal
- Maintain a student activities calendar and oversees culture building activities
- Communicate effectively with families
- Work with an interdisciplinary team, including principals, counselors, and nurses to support student needs
- Annually review discipline and conduct policies
- Implement policies with fidelity
- Lead equity and inclusion committee
- Serve as emergency substitute
- Continue developing professionally to ensure best practices are up to date for meeting job objective
- Act as an LEA at IEP meetings
- Participate in SAP meetings
- Actively seek out and participate in professional development activities related to this position

Terms of Employment: Twelve (12) month position.

Evaluation: Performance of this job will be evaluated by the Chief Executive Officer.

Salary and benefits

- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

How to apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.