



Job Title: Middle School Dean of Students

Start Date: August 2018

About Us

The mission of New York City Charter School of the Arts is to inspire a diverse community of young people to engage with the arts as a pathway to rich and rigorous academic learning and a creative, purposeful life. City School of the Arts opened our doors to 102 sixth grade students in the fall of 2016. In 2018-2019, we will reach our full capacity of 306 students ranging from grades 6-8. Arts-based learning has been proven to boost academic achievement in math, science, history and literacy, while helping students build capacities like problem-solving, critical thinking, empathy, resilience and a willingness to engage across differences. Our creative, academically challenging program is designed to meet the needs of all learners and is uniquely well-suited to supporting English Language Learners and students with learning differences. City School of the Arts is not a traditional “art school”, but rather a high-performing, academically-focused school where the arts and the imagination are used to help a new generation of young leaders create, learn and thrive.

About the Position: The Dean of Students serves as the keeper of student culture and discipline. While serving on the leadership team, the Dean of Students’ role is to implement and monitor school wide and individual student support and discipline plans, support in classroom management, and oversee all classroom and school wide culture initiatives.

Responsibilities

- Serves as a resource for teachers, staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive sense of self;
- Builds and oversees student-specific behavior plans rooted in the notion that kids do well if they can;
- Participates and/or leads professional development sessions about of positive behavior support systems and developing behavior intervention strategies;
- Manages implementation of student and family conduct contracts;
- Attends and participates in various leadership team meetings and other building meetings as assigned;
- Monitors school-wide attendance data produces monthly reports for school leadership and the board of trustees;
- Coordinates, facilitates and implements attendance intervention steps;



- Monitors school-wide discipline data and trends and produces bi-monthly reports for school leadership and the board of trustees;
- Facilitates regular family meetings for students who are struggling;
- Place leadership role on the Student Support Team;
- Motivates students in a positive direction which will help students to increase individual decision-making responsibilities and become supportive CSA students.

Preferred Qualifications

- 2 -3 years of teaching experience;
- Master's degree.