



Platte River Academy Job Description

Position: 6th–8th Grade Middle School Dean/ Teacher on Special Assignment (TOSA)

Reports to: Executive Director

Overview:

The Middle School Dean/Teacher (TOSA) is a dynamic position that integrates administrative tasks, academic leadership, and liaison responsibilities. This role demands a highly skilled professional capable of effectively managing the complexities of a middle school environment while prioritizing student success in grades K-8 and ensuring compliance with institutional standards.

Dean Responsibilities:

- Team Lead for Middle School Core Teachers and Aides
- Ongoing program development and communication with stakeholders (internally and externally)
- Coordination and leadership of PRA's Elev8 Leadership Program (communication, execution, evaluation)
- Management of student plans and communication with the team to meet all students' needs (academic, social and behavioral)
- Lighthouse Team Coordinator; Leadership of 6th–8th Social/Emotional Learning (*Leader in Me*)
- Ongoing facilitation of conflict resolution and social issues among students
- Partnering with Middle School staff to effectively support behavior management for student success
- Facilitation of actions to promote a healthy Middle School community (6th–8th); evaluate effectiveness
- Serve as the designated administrator when identified by the Executive Director
- Monitor individual student behavior by checking in with students throughout the school day
- Inform and collaborate with stakeholders about incidents in the school as needed, with the assistance of the Assistant Principal of Culture and Climate
- Collect and analyze data related to student behavior

Administrative Responsibilities:

- Professional Development – planning with Academic Leadership Team and Facilitation with teachers
- School Assessment Coordinator (CMAS and Writing) – coordination, communication & training (w/DCSD and PRA community)
- Participation with School Accountability Committee; submit regular Reports and Highlights about Middle School
- Weekly meetings with Assistant Principal Team to discuss, plan, and prepare for ongoing development within PRA's Middle School
- Planning and Implementation of SEL curriculum in 6th-8th grades (*Leader in Me*)
- Middle School Planning lead to coordinate schedules, rosters and enrichment programming
- Mentorship of new middle school teachers
- Evaluation of Middle School Teachers as delegated by the Assistant Principal Team and Executive Director

Teaching Responsibilities:

- Create daily plans for students based on a sequenced year plan of the content.
- Demonstrate flexibility and creativity in response to students' needs
- Provide timely written and verbal feedback to students in relation to their completion of assigned tasks
- Demonstrate solid competencies in Literacy, Writing, and Differentiated Interventions
- Maintain classroom expectations and routines that promote cooperation and respect among all students
- Demonstrate strong verbal and written communication skills
- Integrate PRA's available technology into learning activities for students
- Possess a familiarity with the *Core Knowledge Sequence* of topics, and engage in collaborative planning with middle school teammates and professional colleagues to plan inquiry-based learning experiences
- Consistently follow the outlined curriculum provided while including opportunities for students to learn and practice 21st century/essential skills
- Work alongside colleagues to meet students' academic and social/emotional needs
- Establish relationships with students, parents, and colleagues in support of all students' growth and success
- Actively participate in all aspects of the PRA community
- Model and promote PRA's core values: Respect, Responsibility, Integrity, and Compassion

Professional Responsibilities: As full-time, salaried employees, you are expected to contribute to our organization's success outside of the school day. This may include:

- **Regulatory Compliance:** Ensure all operations meet the standards of the Platte River Governing Board, Douglas County School District, and State of Colorado guidelines.
- **Talent Management:** Actively participate in the recruitment, hiring, and onboarding of staff who align with the school's cultural and academic standards.
- **Community Presence:** Serve as the Administrator on Duty for after-school events and represent the school on various subcommittees.
- **Serving on committees or task forces** (minimum once a month).

Your involvement enhances our community and supports our mission, making it vital to our collective success.

Experience and Knowledge

- A valid ELA teaching license issued by the Colorado Department of Education; Highly Qualified to teach at the secondary level
- Master's coursework in educational leadership; Admin licensure (or pursuit of)
- A willingness and commitment to work with a team
- Effective communication skills
- Professional demeanor
- A willingness to grow professionally and personally

Key Competencies:

- Leadership and mentoring
- Problem-solving and decision-making
- Adaptability and flexibility
- Conflict resolution
- Time management and organization
- Empathy and emotional intelligence

This comprehensive role requires a dedicated professional who can balance administrative duties with hands-on educational support, ensuring the best outcomes for students, staff, and the PRA organization as a whole.

Physical Demands:

- Frequent lifting of five (5) to twenty (20) pounds
- Occasional lifting of twenty (20) to fifty (50) pounds
- Constant bending, squatting, standing, reaching, sitting, walking, kneeling,

crawling, stooping, repetitive motions and overhead work.

Evaluation, Compensation, and Employment Cycle

- Annual Evaluations: Winter / Spring / Summer
- Contract Period: August 1 - July 31
- Job Classification: Exempt
- Sick leave: 49 hrs
- Personal leave: 3 days per year that accrue up to 9 days
- Contract length: 193 days (194 days depending on if a new hire)
 - 95 Teacher days
 - 98 Middle School Dean (TOSA)/Administrative days
- Salary Range: \$56,366 - \$84,656 based on experience

Please submit a resume and letter of interest to: kpratt@prak8.org with *Middle School Dean/Teacher (TOSA)* in the subject line. You may also mail documents to: Platte River Academy, Attn: Kera Pratt 4085 Lark Sparrow Street, Highlands Ranch, CO 80126. To learn more about Platte River Academy, visit: www.prak8.org

Platte River Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religious or sexual orientation.