



**DEAN OF STUDENTS
FULL TIME POSITION
\$63,000-\$93,000**

Position Description

Flagstaff Academy seeks a Dean of Students for the 2025-26 school year. The candidate is responsible for overseeing discipline and behavior for students in grades kindergarten through 8th grade. Flagstaff Academy's Restorative Discipline Plan is overseen by the Dean with an emphasis on restorative practices, trauma informed care, and Positive Behavior Intervention and Supports (PBIS) systems. The position requires close collaboration with the academic leadership team and staff throughout the building.

Responsibilities:

A. Student Conduct

1. Support the discipline process on a day-to-day basis, based on the Student Code of Conduct with all students in middle and elementary school.
2. Support development and implementation of tier two interventions for students who repeatedly violate the school's Code of Conduct.
3. Manage and maintain accurate behavior data and provide behavior reports requested.
4. Provide analysis of student conduct and climate data for trends and needs on a quarterly basis.

B. Student Support

1. Maintain high-visibility and approachability as a contact for students, giving direct guidance and assistance as needed.
2. Work with the mental health team to support a system for reporting to CPS and maintaining records of student interactions and comply with all social services regulations, including mandatory reporting of allegations of abuse.
3. Provide supportive leadership in crisis response, including emergency response, threat assessment procedures, and suicide risk assessments. Lead response for student safety plans, including check in/check out systems, and other interventions as needed.
4. Coordinate and/or facilitate restorative interventions as needed.
5. Work closely with the mental health and behavior team to support small-group counseling to support student needs (Ex. Organization, Anger Management, Impulse-Control, Social-Skill building, etc.).
6. Work with the behavior and mental health team to support character education and social emotional programming.

C. Administrative & Leadership

1. Serve on the school safety team (Emergency Response Team), student support teams (PBIS, MTSS, Behavior & Discipline), and school leadership team.
2. Supervise and evaluate the paraprofessional team, including lunch and recess supervision and morning and afternoon Driveline.
3. Support and participate in school events such as enrollment and back to school nights, parent events, concerts, and other public relations events.
4. Assist with planning and execution of overnight field trips for 5th-8th grade Dragon Discovery Trips.
5. Assist with planning and execution of graduation and continuation ceremonies in coordination with principals, staff, and parent volunteers.
6. Attend and participate in faculty, staff, PBIS, and board meetings as assigned.
7. Fill in for lunch duty, recess duty, and/or driveline as needed.
8. Provide training and support for staff, students, and/or families related to restorative practices, trauma informed practices, and behavior management.

Qualifications sought

We seek a talented educator who can support students and teachers while being inspired by our mission -- “where science and technology take flight.” The successful candidate is expected to deliver dynamic educational experiences with high educational expectations and accountability.

Job Skills and Qualifications:

1. Current Colorado principal or administrator license preferred
2. Demonstrated successful experience in a school leadership role
3. Ability to interpret and communicate student data
4. Strong systems orientation and commitment to follow-through
5. Strong professional judgement skills and experience managing adults preferred
6. Good communication, organization, and interpersonal skills
7. A willingness to work closely with families and form positive relationships with students from elementary through middle school

About Flagstaff Academy Charter School

Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont’s premier science and technology school. As a public charter school, Flagstaff Academy is operated by a board of directors made up of parents and community members. Our school serves approximately 750 students and is part of the St. Vrain Valley School District.

Mission

The Mission of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential
- Provide opportunities for scientific and technological exploration
- Pursue excellence in every student and employee
- Promote, value, and recognize academic achievement and creativity
- Welcome an academically diverse student population
- Respect the individual, classroom, school, community, and world

Salary Range

Salary for our staff is competitive and based on years of experience and level of education.

Flagstaff Academy Offers an Extensive Benefit Package:

- **Medical & Rx** - Employees can choose between two UMR healthcare plans, a PPO or a HDHP, with prescription coverage through OptumRx.
- **Teledoc** - At no cost to employees, Flagstaff Academy provides access to a telehealth program that offers medical and select behavioral health visits via video or telephone.
- **Dental** - Dental insurance is provided through Delta Dental of Colorado with Flagstaff Academy paying the full cost for the employee's coverage.
- **Vision** - A voluntary vision insurance plan is available through VSP.
- **Flexible Spending Accounts** - A medical FSA is available for those covered under the UMR PPO plan, allowing employees to use pre-tax dollars to pay for unreimbursed healthcare costs. A dependent care FSA is available for employees to pay for qualifying dependent care expenses with pre-tax dollars.
- **Health Savings Account** - A HSA partners with coverage under the UMR HDHP plan, allowing employees to contribute funds on a pre-tax basis to use or save for eligible healthcare expenses now and in the future. Flagstaff Academy contributes \$720.00 to the HSA for employee only coverage or \$1,200.00 for employee + dependent(s) coverage.
- **PERA Retirement** - In lieu of Social Security, public employees in the state of Colorado contribute to a tax-deferred retirement account that is administered by Colorado PERA. Employees contribute 11% of monthly earnings while Flagstaff Academy contributes 21.4% to the PERA pension trust fund on the employee's behalf.
- **Life/AD&D insurance** - Flagstaff Academy provides a Life/AD&D insurance policy with a \$40,000 benefit for each eligible employee.
- **Short Term Disability** - Flagstaff Academy provides a Short Term Disability policy for each eligible employee.

- **Paid Time Off** - Employees are granted PTO based on years of service and number of contract days. Part-time employees are granted PTO prorated at the percentage of a 40-hour week.
- **Free Childcare** - Staff can access childcare before/after school, as well as during all professional development days, through our Dragon Flight program.
- **Employee Appreciation** - Flagstaff Academy offers an unmatched employee appreciation program throughout the school year.

Additional Voluntary Benefit Options:

- **Voluntary Retirement Options** - Employees may choose to contribute additional funds through payroll deductions to either a 401(k) or 457(b) plan offered through PERA Plus.
- **Life/AD&D Insurance** - Additional term life insurance is available at a group rate for coverage of employee, employee's spouse, and employee's child(ren).
- **Long Term Disability** - Long term disability insurance is available at a group rate.
- **Aflac** - Aflac Accident and Aflac Critical Illness plans are available at a group rate.
- **Norton LifeLock** - Two plans for identity theft protection are available at a group rate.

To apply, send a letter of interest, a current resume, and three letters of recommendation/reference to employment@flagstaffacademy.org, or by mail to Employment, Flagstaff Academy, 2040 Miller Drive, Longmont, CO 80501.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.