



## Dean of Students

Together, our staff create an academically rigorous environment that encourages students to seek truth, beauty, and goodness in both their acquisition of knowledge and their development of character. We exist to develop students into great humans with a solid understanding of the world around them.

When hiring, we look for candidates that are:

1. Passionate about the academic success of ALL students
2. Passionate about Classical Education and the opportunities it provides
3. Energetic and excited about their work
4. Joyful when working with a team
5. Joyful in the opportunity to work with kids

### **Nature and Scope of Job**

The Dean of Students' primary role is implementing non-academic student support systems at Twin Peaks Classical Academy. This position exists for the primary purpose of meeting student needs in order to promote academic achievement and a healthy school environment and culture.

### **Qualifications**

- BA/BS degree in Education or related field required; Master's degree is preferred
- Principal/administrator license preferred, but not required
- Minimum of three years teaching experience required
- Leadership experience in a school setting preferred
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to Twin Peaks' vision, Core Knowledge, Classical Curriculum and Character Education
- Excellent organizational skills and consistency in meeting deadlines
- Expert level written and oral communication skills and be able to effectively correspond with stakeholders at all levels

### **Job Functions and Responsibilities**

- Actively create and maintain a positive student climate and culture
- Build strong relationships with students to support success
- Effectively handle discipline concerns, maintaining clear communication with students, families, and staff
- Manage attendance plans
- Attends school events and serves as building administrator for after school events as necessary
- Facilitate social and emotional health conversations in partnership with families



- Coordinate student plans with a focus on student growth toward academic goals (including but not limited to 504 and ALP plans)
- Assist with progress monitoring
- Duty rotation schedules
- Other duties as assigned

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.