

Dean of Engagement Job Description

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Job Profile Summary

The Dean of Engagement and Student Supports leads and supports school-wide efforts to build and maintain a warm, positive, achievement-oriented school culture. In addition to students, the Dean of Engagement and Student Supports works closely with school leaders, staff members, students and parents to establish a pleasant and supportive school environment designed to support student growth. The individual helps teachers develop strong, mutually respectful relationships with students and families. The Dean of Engagement and Student Supports promotes student attendance, behavior and academic success through incentives and other celebrations. School leaders may ask the individual to focus on a particular group of students or a portfolio of staff members.

Job Description

Responsibilities

- Focusing on school culture and values
- The commitment to play a key team role to transform schools into active learning centers, with a focus on student engagement, dramatic academic progress, and results
- Plan and facilitate staff meetings/trainings, including sessions focused on classroom management, parent involvement and school culture
- Supports strong, collaborative student and teacher behaviors and actions as necessary
- Ensure that students and staff understand and internalize the school's mission and goals
- Organize and lead school-wide culture-building activities
- Passionate belief in the capacity of all children to learn and succeed and a sense of urgency about making that real for CMSD students
- Instructional and intervention coaching
- Instructional leadership, including knowledge of concrete methods for successfully raising student achievement
- Collaborates with teachers who need support with student engagement in the classroom
- Collaborates with staff members to successfully establish and reinforce expectations/routines
- Lead the relentless pursuit of student achievement
- Partner with teachers to investigate and test interventions for struggling students (ex. individual goal-setting meetings, daily or weekly check-ins, daily or weekly parent phone calls/meetings, special incentive systems, etc.)
- Work with the PCIA to review the data of students who are in the Planning Center and support to transition them back to class effectively

- Organizing parent engagement activities
- Experience working effectively with urban schools, students and families, and outside partners
- Support teachers to ensure that they make regular contact with parents
- Attend all school family events including weeknights and weekends as part of the regular job responsibilities
- Hold “family chats” with families of students new to the school
- Working to ensure smooth day-to-day operations and data management
- Assist with ensuring that school entry, breakfast, lunch, dismissal and transitions are orderly, positive and consistent with school rules and routines
- Support Attendance Liaisons by monitoring the daily attendance and follow-up with students who are absent
- Serve as an active member of the school leadership team

Additional Job Description

Qualifications

- Bachelor’s degree - preferred
- At least three years of teaching experience or other work in an environment with urban youth
- Personal sense of accountability around student academic progress, as measured by national and state benchmarks
- Strong behavior management and discipline skills
- Excellent communication skills, especially with students and parents
- Extremely high standards for student achievement
- Relentless dedication to doing “whatever it takes”
- Resilience and the ability to manage the details, deadlines and rigorous project evaluation required to meet transformational goals
- Collaborative, team player
- Humility and sense of humor Educational background and work experience
- Experience with project-based learning, or other 21st century skills-based academic programs
- Firm grasp of state and district learning standards