

Headmaster
Lisa Parquette Silva
Director of Operations
Matthew Harrington



Master Teachers
Sheila Hopkins-Osnes
Olawa Gibson
Migdalia Vargas
Jennifer Trani
Erin Farley
Ivy Cole

A New Vision for Education

TEMPORARY DEAN OF STUDENTS

Position Description

TNAACS is seeking a Temporary Dean of Students to lead the school's discipline program from now until June 2018. He/she will work with the school's Headmaster and Acting Dean to supervise the consistent and fair administration of student conduct and discipline. He/she will work with students to help them internalize the school's values. The Dean of Students at TNAACS is the main point of contact with parents for all behavior related matters.

Essential Duties & Responsibilities

The Dean of Students is responsible for leading the school's discipline program, and will perform a variety of essential responsibilities, including (but not limited to):

- Working closely with Headmaster and Acting Dean to reinforce the school's H.E.A.R.T.S. values.
- Serving as the point person for dealing with high-level behavioral issues.
- Acting as a resource to teachers as it relates to issues of discipline.
- Handling behavioral pull-outs and in-school suspensions.
- Modeling the school's values and the standard for behavior.
- Supervising behavior during breakfast, lunch, and dismissal.
- Keeping accurate student discipline records by documenting all parent meetings, suspensions, and phone calls for behavior.
- Overseeing behavior on the school bus and reinforcing the bus code of discipline.
- Ensuring that behavioral expectations and H.E.A.R.T.S. values are met at all times, including on the bus and during recess/meal time.

Qualifications

- Drive to empower students to be the best versions of themselves and make this a better world.
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills with students, parents, and colleagues.
- Understanding of the nuances of urban school environments and culture.
- Bachelor's degree is required; a Master's degree is preferred.
- Belief in and alignment with our core beliefs and educational philosophy.
- Demonstrated willingness to engage in difficult conversations and make hard decisions.
- Ability to identify, analyze, and prioritize complex problems and key issues in a timely manner.
- Ability to manage time and resources effectively.