



DEAN OF STUDENTS

School-Year 2021-22

Full-time, 10-month position

Start Date: Immediately

JOB PURPOSE

The primary role of the Dean of Students is to help students live up to the School's behavioral expectations; to sanction those who struggle to do so; to foster the intellectual and personal growth of students; and to understand and follow the mission of The Washington Latin Public Charter School. The Dean of Students also helps to set the vision for effective student culture in direct collaboration with the deans, teachers, and families.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Required; Master's Degree Preferred
- 5+ years experience working in a diverse school environment

PREFERRED QUALIFICATIONS

- Manage and appreciate students;
- Hold oneself to the same standards to which one holds students;
- Always actively maintain a school atmosphere of civility, decency, and respect among students, faculty, and administrators; discuss any complaints with those directly involved;
- Demonstrate responsibility and care with the limited resources of the school;
- Communicate clearly and concisely, both orally and in writing;
- Recognize the partnership between school and home as a crucial component of a student's experience in school; responds to all parent phone calls and emails in a timely, courteous manner;
- Persevere through challenges;
- Show a commitment to the classical mission of the school.

Responsibilities

- Student Life
 - In collaboration with the leadership team, work to establish and support a productive and respectful culture across the school.
 - Support an environment where school culture is driven by focusing on positive student behavior; collaborate with division directors to design meaningful recognitions for students who are meeting and exceeding expectations.
 - Work closely with students, parents, teachers and administration to apply disciplinary code and school policies.
 - Communicate quickly with parents regarding disciplinary concerns, and create partnerships with families to support the personal growth of the student

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- Work with the Principal, the Division Directors, and the Peer Mediation Coordinator to determine appropriate responses to major disciplinary infractions by students rooted in restorative justice practices and logical consequences.
- Schoolwide Culture Support
 - Support schoolwide culture through participation in culture activities, including Dialogues Across Difference, assemblies, and field trips.
 - Work with the leadership team to ensure a structured school environment, including enforcing expectations for arrival and dismissal, recess and lunch, and hallway transitions.
 - Proactively serve as a resource for teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school community.
 - In coordination with the Division Directors and the Restorative Justice Coordinator, supervise and implement the after school reflection center and in-school suspension programs, ensuring students have the opportunity to reflect on how their actions impact themselves and the school community, and provide meaningful opportunities for students to use moments of reflection as learning moments.
 - Ensuring that DeansList data and systems are updated daily and run reports to action plan from that data.
 - Assist with any other school projects and duties as assigned by the Principal or Division Directors.
- Individualized Student Support
 - In coordination with the Division Directors and the Director of Integrated services, design and supervise interventions to increase motivation, foster positive behaviors, and increase academic performance. Facilitate family engagement through this process so that this work is done in partnership with families.

Knowledge, Skills and Abilities

- Demonstrated experience developing and coaching academic leaders for growth
- Ability to understand and connect with a diverse student body
- Communicates clearly and concisely, both orally and in writing
- Persevere through challenges
- Commitment to the classical mission of the school

WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

For Students

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

For Colleagues and Administrators

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- ✓ Respect one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and

nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW

Qualified applicants should fill out an [application](#) and submit a résumé, cover letter, and list of references to jobs@latinpcs.org. Read more about Latin's model, teaching approach, and community on our website – www.latinpcs.org