



Denver Academy of Torah

Dean of Students K-8 Job Description

Primary Responsibilities:

The Dean of Students is responsible for fostering a positive school culture, promoting student success, and ensuring a safe and inclusive learning environment. This role oversees student discipline, coordinating student services, and supporting students' academic, social, and emotional development. The Dean of Students K-6 will perform a variety of essential duties in order to maintain an efficient, organized environment to meet the needs of the administration and the school. This position requires a great deal of flexibility and attention to detail. Must also pass a criminal background check prior to employment. This is a 1.0 FTE Position. See below for additional job responsibilities.

Key Responsibilities:

- Develop and implement programs that support students' academic, social, and emotional growth
- Managing student behavior, discipline, safety, and learning environment.
- Enforces guidelines and requirements for student behavior, dress, conduct, and compliance with requirements as documented in the parent-student handbook
- Develops and implements student disciplinary policies and procedures
- Counsels students and parents about school, dress, and conduct policies
- Monitors student behavior and engages with students and parents to correct inappropriate conduct, identify student challenges, and implement behavior intervention strategies that maximize opportunities for student success.
- Investigate and resolve student behavior incidents, communicating with staff, parents and students as needed
- Oversee Student Services Center and implement all assessments, testing, and interventions in coordination with the staff
- Track and monitor student academic progress and report concerns to teachers/parents as needed
- Monitors tardiness, attendance and truancy; coordinates with attendance and campus health aide, campus psychologist, and academic assistant directors to maximize students in-class time
- Serve as a role model and mentor for students
- Performs other duties as assigned



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Position Requirements:

- This is a 12 month position and will be expected to work during the summer months
- Exceptional organizational and project management skills
- Maintaining discretion and confidentiality in all school related matters
- Express ideas concisely and clearly, orally and in writing
- Exceptional interpersonal skills, including the ability to establish and maintain effective working relationship with others
- Excellent writing skills and the demonstrated ability to develop written correspondence
- A minimum of 5 years serving as a classroom teacher;
- 3 years minimum experience in a Dean or Director role
- Background in Special Education, English Language Learning, and supporting students with executive functioning preferred
- Excellent interpersonal and communication skills with adults and children
- Familiarity with developing accommodations
- Must have strong leadership, management and organizational skills
- The ability to maintain complete confidentiality

Reports to Head of School

Salary Range \$70,000 to \$90,000