

Dean of Students Job Description
SY 2022-2023

TITLE: Dean of Students

EXEMPTION STATUS: Exempt

IMMEDIATE SUPERVISOR: Principal

EVALUATION: The supervisor will evaluate the performance of this position at least once annually.

CERTIFICATION: New Mexico Level III Teacher License (minimum); Administrator Licensure (preferred)

JOB SUMMARY:

The Dean of Students shall assist the School Principal in the overall administration of the instructional program and campus-level operations.

They shall perform all the duties and accept all of the responsibilities usually required of a Dean of Students as prescribed by the Education Laws of New Mexico State, the rules and regulations of the NM Public Education Department (NMPED), laws and regulations of the United States and the state of New Mexico, and the policies, rules, and regulations established by the Governing Council.

- a. Uphold our educational policies and integrate the learning standards into each class curriculum.
- b. Provide guidance to the school's network of student leaders and challenge those leaders to make the school a better place.
- c. Respond in a timely fashion to concerns from parents and Governing Council members.
- d. Coordinate assigned student activities and services.
- e. Assist the Head of School and School Principal in providing for the optimum use of the staff of the School.
- f. Participate in diversity, equity, and inclusion initiatives.

1. Student Support and Discipline

- A. Act as the Title IX Coordinator.
- B. Manage school discipline issues and concerns as outlined by state and federal law and School policy.
- C. Implement a Restorative Justice framework within which student conflicts and discipline issues are resolved.
- D. Monitor school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions
- E. Address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- F. Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
- G. Regularly evaluate student discipline data to ensure equity in the program.

2. Consistent School Culture

- A. Work with the Head of School and School Principal to establish or revise School policies and procedures to ensure a safe, equitable learning environment for all students.

- B. Uphold all School policies and administer appropriate consequences as allowed by School policies and in accordance with NM statutes.
- C. Create partnerships with parents and the community.
- D. Work with students, faculty, and families to create community-building events and experiences, and to support students' sense of belonging.

3. Administration

- A. Oversee and evaluate the work of instructors and other School personnel as assigned.
- B. Hold regular meetings with other School administrators and instructors to discuss student progress and educational problems facing the School.
- C. Oversee and regularly meet with Student Support Team to discuss the educational, behavioral, and SEL needs of students.
- D. Act as the MLSS Liaison on campus.
- E. Regularly meet with Instructional Staff to discuss student progress and implement interventions as appropriate.
- F. SPED (IEP, 504, Gifted) oversight, working with the SPED Director to assure compliance with all state and federal laws; attends IEP and 504 meetings.
- G. Work with appropriate personnel in implementing necessary student health and safety plans.
- H. Act as the lead administrator when Head of School and/or Principal are out of the building.

4. Financial Stewardship

- A. In conjunction with the Head of School and School Principal, ensure all funds, physical assets, and other property of the School are appropriately safeguarded and administered.

5. Primary Relationships

The Dean of Students observes and maintains the following relationships:

- A. Attend as requested meetings of the Governing Council and Education Committee.
- B. Represent the Head of School and School Principal in dealings with other school systems, professional organizations, the Public Education Department, and businesses as requested.
- C. Attend other meetings as requested or when the Head of School and/or School Principal is absent.
- D. Collaborate with staff of New Mexico School for the Arts-Art Institute

6. Other

- A. Develop throughout the School high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- B. As assigned, file, or cause to be filed, all reports, requests and appropriations as required by various NMPED departments as well as the PEC.
- C. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the School.
- D. Establish and maintain liaison with other schools, NMPED, colleges and universities, NM Legislature, and the U.S. Department of Education.
- E. Act on own discretion in cases where action is necessary on any matter not covered by Governing Council policy or directive. Report such action to the Governing Council as soon as possible.
- F. The Dean of Students shall possess the following powers and shall:
 - a. Speak as requested on all matters before the Governing Council, but has no vote.

- b. Enforce all provisions of law and all rules and regulations relating to the management of the school and other educational, social and recreational activities under the direction of the Head of School and School Principal.
- c. Assist in development, implementation and maintenance of school policies, procedures and regulations.
- d. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the School.
- e. Represent the School before the public, and maintain, through cooperative leadership, both within and without the School, such a program of public relations as may keep the public informed as to the activities, needs and successes of the School.
- f. Receive all complaints, comments, concerns and criticisms regarding the operation of the School from the public, employees of the School, students and Governing Council members.

Knowledge, Qualifications, Skills, and Abilities Required

Holds a bachelor’s degree or higher.

Holds a valid New Mexico Level III teaching license (minimum); administrative license (preferred).

Believes in the mission of the School.

Has demonstrated success working with and supporting diverse student populations (Indigenous students, BIPOC students, English Learners, LGBTQ+ students); possesses strong understanding of the cultural context of New Mexico.

Spanish proficiency/fluency preferred.

Strive for excellence in job.

Demonstrates ability to work with people of all backgrounds and ages.

Behaves ethically and with personal integrity.

Communicates clearly.

Has excellent organizational skills.

Displays professional appearance.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent’s ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

Signature: _____

Date: _____