## POSITION DESCRIPTION

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| **Position Title:** | Dean of Students | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | TWIN COUNTRIES STREAM ACADEMY | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:** | Director | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Dean of Students at Twin Countries STREAM Academy, you will be a key player in shaping the student experience. Your role involves creating a safe and inclusive environment that supports academic success, personal growth, and community engagement. If you are a compassionate and strategic leader with a passion for student development, we invite you to contribute to our mission of excellence in STREAM education.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

* **Student Support Services:**

Oversee student support programs and services, providing guidance and resources to address academic, social, and emotional needs.

* **Behavioral Intervention:**

Implement proactive measures and intervention strategies to address behavioral issues, fostering a positive and respectful school culture.

* **Crisis Management:**

Serve as a point of contact for student-related crises, collaborating with relevant stakeholders to ensure a swift and effective response.

* **Student Conduct:**

Develop and enforce student conduct policies, collaborating with faculty and staff to maintain a positive and inclusive learning environment.

* **Mentorship Programs:**

Establish and oversee mentorship programs, connecting students with mentors to provide guidance and support throughout their academic journey.

* **Student Engagement:**

Develop and implement initiatives to enhance student engagement, involvement in extracurricular activities, and participation in community service.

* **Collaboration with Parents:**

Foster strong communication and collaboration with parents, keeping them informed about their child's academic progress, behavior, and involvement in school activities.

* **Attendance Management:**

Oversee attendance policies and procedures, working closely with teachers and parents to address attendance concerns and promote regular school attendance.

**Knowledge and Skills Required**

* **Leadership Experience:** Proven leadership experience in a student affairs or educational setting, with a focus on student development and well-being.
* **Counseling Skills:** Strong counseling and interpersonal skills, with the ability to connect with students and provide guidance on academic and personal matters.
* **Crisis Management:** Experience in crisis management and the ability to respond effectively to student-related crises.
* **Collaborative Approach:** Ability to collaborate with faculty, staff, parents, and external stakeholders to create a supportive and inclusive school community.
* **Advocacy:** Demonstrated commitment to advocating for students and promoting an environment that values diversity, equity, and inclusion.

**Qualifications**

* **Master's or Doctorate degree in Education, Counseling, Student Affairs, or a related field.**