



PRODIGY PREPARATORY SCHOOL FOR BOYS

DEAN OF STUDENTS

JOB DESCRIPTION

Reports to: Headmaster

The Dean of Students is responsible for maintaining the overall positive culture of Prodigy Prep Preparatory School For Boys. The Dean is responsible for ensuring that students are rewarded for displaying behavior that is consistent with the Five Performance Principles of Courage, Honor, Intelligence, Perseverance, and Fraternity. The Dean is also responsible for reprimanding students in ways that are restorative and not demeaning in nature.

- Knowledge of pre-adolescent and adolescent behavior issues.
- Understanding the principles of Behavioral Psychology.
- Knowledge of community agencies/programs that provide services for children.
- Deep concern for fostering constructive behavior, especially in support of academic achievement across all settings of the school.

Primary Responsibilities

- Be the primary contact in the resolution of discipline problems and maintain records of any action taken to ensure that the discipline policy is administered in a fair and just manner and that an optimum learning environment is maintained.
- Collaborate with the faculty in the enforcement and implementation of the rules and other regulations of the student code of conduct to effect positive student behavior in the school.
- Supervise the development, implementation, distribution and orientation of the student handbooks to ensure that the students are aware of the policies and procedures of the Prodigy Preparatory School For Boys.
- Provide documentation and suggestions to the Headmaster regarding the discipline of any student that guides the Headmaster in determining the disciplinary action to be administered to the student if Class 3 violations are met.
- Offer testimony with regard to any discipline problem presented at Disciplinary Review Board and other Hearings, including in legal proceedings.
- Conduct research on discipline and welfare with parents, faculty, counselors, support service personnel, students and discussion with other school districts in order to make recommendations to the Headmaster for revising discipline policy and procedures.
- Oversee all matters of student attendance, make recommendations to the principal for resolution of chronic attendance problems. Help supervise and coordinate with truancy officials, and provide necessary testimony in relevant judicial proceedings.
- Develop and maintain a liaison with community and governmental agencies in regard to problems relating to drug and alcohol abuse, truancy, homelessness, mental health initiatives and other social and disciplinary issues.
- Assist with the dissemination of information regarding school and district programs,



policies and procedures in order to keep the various publics served by the school aware of the school's activities.

- Participate in the coordination, implementation and supervision of the extracurricular programs and student activities of the school.
- Supervise the school breakfast and lunch programs
- Help to supervise the arrival and departure of students in order to minimize confusion and to ensure student safety.
- Help coordinate and supervise Pre-Law Day activities, career counseling initiatives, student activities, extended day programming.
- Serve on committees and other groups charged to enhance safety and emergency preparedness.
- Assist in securing, administering, supervising and preparing reports for various state, federal and foundation grants.
- Help supervise all extended day academic activities.
- Be a member of an administrative task force organized to improve student attendance at school and participation in student activities.
- Perform other tasks as directed by the Headmaster and by the Assistant Headmaster.

Minimum Requirements:

Hold a Bachelor's Degree in Education, Psychology or related field.

Have management and supervisory skills in educational institutions.

Have positive experiences dealing with male students from ethnic minority populations

Have an understanding of Applied Behavioral Analysis, Behavior Intervention Plans and Behavior Support Plans.

Be familiar with PBIS (Positive Behavior Intervention Support) practices.