



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Dean of Student
<i>Payroll/Personnel Type:</i>	10 Months
<i>Reports to:</i>	School Principal

Position Summary:

Assist the school principal in providing leadership to ensure high standards of instructional service and overseeing compliance with district policies, success of instructional programs, and operation of all campus activities.

Essential Functions

- Advise, support, and mentor individual teachers to improve instruction through:
 - Consistent classroom observation and feedback.
 - Facilitating curriculum planning and evaluate unit and lesson plans
 - Promoting continuous, high-quality assessment as a means for evaluating student achievement.
 - Affecting teacher behavior change by modeling effective teaching in the classroom and working directly with teachers.
- Lead staff members to achieve high performance through goal setting and evaluation.
- Collaborate with the Principal to create a comprehensive and evolving professional development program for teachers.
- Assist principal in educating and training staff on the implementation of Academic Standards as it relates to instructional planning, curriculum, alternative assessments, use of grading guidelines and scoring guidelines.
- Manage school-wide academic programming, including course development, academic goal setting, and test scheduling
- Develop a plan of action for the year which 1) relates job responsibilities to the END OF COURSE (EOC), as appropriate; 2) may include needs assessment, goal setting, identification of major task areas and steps for accomplishing tasks, method of establishing effective communication, method/calendar for modeling teaching behaviors in the classroom, etc.; and 3) the plan of action is evaluated at the end of the year in respect to accomplishment of goals.
- Provide documentation which may include: Plan of action, logs, calendar, needs assessment, workshops presented, training packets, student data analysis, EOC, etc.
- Facilitate the implementation of the District Curriculum/CLEAR.
- Provide documentation which may include: Model lesson plans, list or resources, examples of lesson plans utilized, portfolio products, etc.
- Provide documentation which may include: Calendar, names of teachers, types of lessons, follow-up visits, logs, summary feedback to teachers, identified teaching strategies as described in the Campus Improvement Plan.
- Model and train teachers in test data analysis, assessment of student needs, organization of curriculum and instructional materials, planning daily instruction and developing prescriptions for student learning.



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- Establish and implement a calendar for whole group/individual training which includes: Data analysis, organization of curriculum and instruction materials, planning daily instruction and developing prescriptions for student learning.
- Provide documentation which may include: Calendar, training packets, agendas, examples of applications of data analysis, curriculum and instructional organization, and sample prescriptions for student learning.
- Facilitate the development and implementation of the Campus Improvement Plan.
- Provide documentation which may include: Agendas, meeting times, planning, and implementation of select and special instructional initiatives.
- Provide documentation which may include: List of in-service dates, types of in-service, names of participants, individual/group follow up and/or description of ways in which in-service was incorporated into teaching.
- Provide documentation which may include: Data analysis on student achievement and areas of need using standardized and criterion referenced tests, grade distribution data analysis, and teacher-made tests (charts, graphs, list of targeted students, etc.). Provide description of effective teaching strategies to be utilized in the classroom by specific teachers and departments.
- Provide documentation which may include: Calendar, agendas, project planning, Campus Improvement Plan instructional initiatives, list of special individual/group workshops,
- Perform other duties assigned by supervisor.
- Maintain confidentiality of information.

Experience:

- Five years of classroom teaching experience

Education:

- Master's degree

Knowledge, Skills, and Abilities:

- Knowledge and skills relative to traditional and new pedagogical theories, applications, and processes which relate to effective teaching across the disciplines.
- Knowledge in effective teaching strategies, peer coaching and mentoring skills
- Strong communication, public relations, and interpersonal skills
- Ability to evaluate instructional program and teaching effectiveness

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

