Middle School Associate Dean of Students

Position Summary

The *Associate Dean of Students,* under the supervision of the Middle School Director will be responsible for forming relationships with students and families of the MWA Middle School insuring alignment of the MWA mission, codes of conduct, and student behavior. As part of the Middle School Leadership team, the Associate Dean of Students will advise and take the lead on issues pertaining to the overall well-being of students – both academically and socio-emotionally. The *Associate Dean of Students* will also help to compile, analyze, and respond to data such as student attendance data, disciplinary data, and academic data to insure students are meeting MWA's academic and behavioral expectations.

Title: Associate Dean of Students
Division: Middle School
Location: Richmond, CA
Reports To: Middle School Division Director
Status: Exempt

Primary Responsibilities

- Serve as the first point of contact for student issues regarding disciplinary and academic concerns -specifically for the grade levels assigned
- Fosters an environment and culture which promotes respect, responsibility and trust
- Organize and manage student management systems for behavior, discipline, and academic data
- Manage special projects as assigned
- Develop and manage outreach to parents, faculty, and staff
- Co-facilitate monthly Parent Meetings on a variety of topics that support and develop parent education, awareness and concrete steps for parents to support their child's successful matriculation through the MWA academic program
- Facilitate training of faculty and staff as it pertains to restorative practices, conflict mediation, and classroom management
- Partner, collaborate, and receive guidance from Deans of Students
- Serve as an active and positive contributor to Middle School Senior Leadership
- Support student events and activities
- Model academy standards of ethics, confidentiality, and professionalism

Qualifications

Skills

- Minimum five years' of experience working with students between the ages of 10-15 from historically underserved communities
- Entry level managerial experience
- Experience coaching adults
- Familiarity with Restorative Justice Framework and Philosophy
- Ability to meet deadlines on a tight schedule
- Understanding of California Education Code as it relates to student behavior and conduct
- Professional orientation – appearance, communication, organization, and attitude
- Spanish language proficiency preferred, but not required

Education

- Bachelor's Degree (Advance Degree desired & social science background a plus)
- BA Degree (Advance Degree desired & Psychology background a plus)

Salary and Benefits

Salary for this position is competitive and commensurate with experience. In addition, a comprehensive benefits package is included.

How to Apply

Please send cover letter and résumé to apply@mwacademy.org

Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.