



## Job Description

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**Title:** Associate Dean of Students  
**Division:** Middle School  
**Location:** Richmond, CA  
**Reports to:** Middle School Director  
**Status:** Full-time, Exempt

### Our Story

Making Waves Foundation was founded in 1989 as a mentoring program to address the disparity in educational opportunities for low-income students in Richmond, CA. For decades, through comprehensive programming and services, Making Waves has helped prepare and support first-generation college students to graduate from competitive institutions across the country.

In 2007, the foundation opened the Making Waves Academy Middle School, a charter school offering a rigorous fifth to eighth grade academic program and comprehensive services for students and families. The Making Waves Academy Upper School was launched in 2011 and provides rich academic course offerings, career exploration and extensive college advisement.

### 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.

### Primary Responsibilities

#### Leadership

- Serve as the first point of contact for student issues regarding disciplinary and academic concerns, specifically for the grade levels assigned
- Foster an environment and culture which promotes respect, responsibility and trust
- Organize and manage the student management systems for behavior, discipline, and academic data
- Partner, collaborate, and receive guidance from Deans of Students
- Serve as an active and positive contributor to Middle School Senior Leadership

#### Events and Activities

- 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

### **Additional Responsibilities and Expectations**

#### Mission Alignment

- Demonstrate knowledge of, and support, Making Waves Academy's mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook
- Participate in the school community – attending school competitions, performances, assemblies, and extracurricular activities

#### Other

- Perform additional duties, such as special projects, as assigned by the Middle School Director

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

### **Physical Demands**

While performing the duties of this job, the employee may be required to lift files, open filing cabinets and bend or stand on a stool as necessary, and sit for long periods of time.

### **Travel**

Some travel required for MWA related events, such as workshops or conferences.

### **Qualifications**

#### Experience

- 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

#### Skills

- Highly effective and professional communication skills with staff, students and families
- Ability to adapt and align on school-related initiatives
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse MWA community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work collaboratively and independently
- Ability to work effectively in fast-paced environments with limited supervision

- Demonstrate an understanding of technology and literacy learning platforms (PowerSchool, Canvas, Blackboard, Google Drive and Calendar, etc.)
- Professional orientation – appearance, communication, organization, and attitude

#### Education

- Bachelor's Degree (Advance Degree desired & Social Science background a plus)

#### Preferred

- Spanish language proficiency preferred but not required