



# SOUTH CITY PREPARATORY ACADEMY

## Dean of Students

South City Preparatory Academy (South City Prep) is a mission-driven, college preparatory school in St. Louis, MO with an unrelenting focus on student achievement. The school's mission is to prepare students for success in college and beyond. The school design is based on inspiring examples of high performing urban schools throughout the country that are helping urban students achieve at high academic levels. South City Prep has a longer school day (8:00 AM to 4:15 PM) and a longer school year (194 days). The school has a talented and dedicated staff and an intentional set of structures and systems- all of which focus on student achievement.

South City Prep is seeking a visionary and committed Dean of Students. Reporting to the Head of School, the Dean of Students serves as the primary caretaker and promoter of South City Prep's culture and values. Working with staff, families, and students, the Dean of Students will facilitate communications and information dissemination between the school and its families- planning and implementing systems and procedures that contribute to the overall health of the school and the academic performance of its students.

## Primary Responsibilities

### Policies and Procedures

- Develop, implement, enhance, and enforce school policies and procedures;
- Ensure all school policies and practices adhere to state statute and mandated state policy;
- Assist in development of school-wide processes and procedures designed to create a positive learning environment for all students;
- Lead collaborative effort to develop, implement, and manage the processes for in-school suspensions, expulsions, demerits, rewards, and parent communications consistent with school philosophy and values;
- Work with the Director of Special Education, school counselors, and school leadership to develop behavior plans and interventions as appropriate;
- Ensure consistent implementation of school policies and procedures in all areas of school operations.

### Communications and Relationships

- Develop and manage system of consistent and value-added communications with parents/guardians of all students enrolled in South City Prep;
- Maintain and communicate high academic and personal expectations for all students, interns, volunteers, and staff;
- Serve as primary facilitator in conflict-resolution scenarios between staff, families, students, and the community;
- Coordinate development and oversee implementation of family orientation, regular home visits, student recruitment, school lottery, and enrollment activities;
- Assist in planning and coordinating school-wide events;
- Conduct individual and small group meetings with students when necessary;



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- Conduct exit interviews with students and families leaving South City Prep and collect appropriate data to enhance school culture and performance.

## Information Collection and Sharing

- Store and maintain all records on student discipline and parent communication in designated school database;
- Track, evaluate, and report behavior trends through collection and analysis of detailed data;
- Provide reports on relevant data and analysis to school leadership, staff, and families as appropriate;
- Assist in planning and delivering professional development content related to school culture, student behavior, and appropriate policies.

### Minimum Qualifications:

- Bachelor's degree required, Master's degree in teaching, counseling, or related field preferred
- Expert teacher and/or administrator with at least five years of demonstrated experience working with under-served populations
- Extensive knowledge of teacher and staff development
- Experience in assessment and achievement data analysis
- A record of success in supporting teacher development

### Salary Range:

- Highly competitive salary
- Performance Based Pay Program
- Health, sick and retirement benefits

### Job type:

- Full-time 12-month position, one year At-Will Agreement, renewable upon performance evaluation

### To Apply

Interested applicants should send a cover letter and resume to [apply@southcityprep.org](mailto:apply@southcityprep.org) with "Dean of Students" in the e-mail subject line.