



Position Description

Position: Dean of Students (23-24 School Year)

Supervisor: Principal

Status: Full-time

Classification: Exempt

Approved by: Human Resources

Vision:

To be a Thriving and Renowned Community of Learners Grounded in Lakħóta and Catholic Beliefs, Values, and Practices

Mission:

To promote a thriving community of learners grounded in Lakħóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

We accomplish this by:

- Partnering with families, relatives, and the wider community to strengthen the kinship supporting the college preparatory education of our children.
- Modeling spirituality through prayer, honoring both Lakħóta and Catholic traditions as beautifully distinctive, both affirming of human dignity and respectful of each other.
- Acknowledging our role in historical colonial practices by creating space for trusted dialogue to promote truth and healing of our past, present, and future.
- Developing students' critical thinking through culturally affirming, rigorous, and meaningful learning steeped in their Lakħóta identity

Red Cloud Cultural and Spiritual Understanding *Adopted 11/22/21*

Red Cloud is a cultural and faith based institution centered on values that are rooted in Lakħóta and Catholic beliefs and practices. Red Cloud believes that deep cultural and spiritual experiences help shape the human experience. All students and staff will attend cultural and faith based services, events, and programming as they are offered during the school day.

In the event that a parent and/or guardian does not want their child to participate in a particular activity, they are welcome to check their child out during that time with no attendance penalty. Staff who do not wish to participate or attend are welcome to take PTO leave during that time and find a sub if necessary.

Position Summary:

RESPONSIBILITIES AND DUTIES:

- I. **Mission Alignment:** Core to our identity at Maĥpiya Lúta is our Cultural and Spiritual Understanding. The Lakħóta and Catholic spiritual traditions, practices, and spiritualities are inseparable from academic pursuits and are the foundation for our collective decision making and practices. All applicants pledge to respectfully support Red Cloud's Vision, Mission, and Statement of Spiritual Understanding.

II. Essential Duties and Responsibilities

A. School Safety

- Develop, administer, and continually evaluate the school's discipline plan
- Assist principal with administering the school's evacuation, school safety plan, and drill scheduling
- Ensure front office team is trained to execute the school evacuation plan and school safety plan (i.e. intercom use)
- Supervise the video surveillance system
- Provide administration presence at home athletic and student events
- Supervise and assign faculty perfecting assignments
- Prefect halls and campus throughout the day, lunch, and bus departures at the end of the school day
- Keep first aid materials stocked and ready, including bullhorn

- Develop relationships with OST clinical labs for student drug testing and with OST Public Safety for school presence, visits, and drug dog searches

B. Student Support (Behavior, Discipline, Conflict Resolution)

- Be present in teacher classrooms to inform decisions on needs of students and staff
- Set intentions to develop positive relationships with all students
- Create and oversee student support plans
- Collaborate and communicate regularly with school counselors and principal in all matters concerning student support
- Provide PD and individualized support to teachers as it relates to student behavior, rapport, and student policy and/or other needs
- Develop and implement restorative justice programs to repair harm caused between students or between students and faculty
 - Develop student support plans, behavior contracts, and initiate peace contracts and restorative conversations
- Ensure 5-step discipline policies and procedures are executed
 - Make recommendations to principal/dismissal board for dismissals
- Maintain regular and consistent contact with families and students
- Create, supervise, and execute in school and out of school suspension programs
- Maintain student records

C. Managerial

- Assign and supervise student lockers
- Oversee student 1:1 Chromebook program
 - Assign, label, and oversee check out for student laptops
- In conjunction with IT and front office, develop and execute a plan for repairs and communication to families regarding fees and loaners
- Ensure teachers have keys and fobs to their classrooms and work with facilities when new keys are needed

D. Attendance

- Develop a plan to track, monitor, and evaluate student attendance (tardies and absences)
 - Develop support plans and attendance contracts for students as necessary
 - Communicate with families, parents, and students regularly
 - Create systems in conjunction with front office manager to execute attendance plan
- Develop and execute recognition system for students with perfect, outstanding, and improvements in attendance
- Fill out local, state, and federal reports as necessary
- Make recommendations for student dismissals to principal

E. Teacher and Staff Support

- Oversee the school's substitute teacher policy and procedures
 - Assist teachers in finding subs when necessary
- Assist with teacher coaching, teacher support, and teacher observations/evaluations (based on qualifications and as deemed necessary by principal)
- Train, coach and support the front office team
- In conjunction with the principal, provide support for teachers in various programs including but not limited to (Americorps, 21st Century after school programming, Magis, Remick, etc.)

F. Committees/Supervision

- Oversee grade level chairs and facilitate regular meetings
- Assist principal with department chair leadership program and attend department chair meetings
- Coach and support grade level chairs and department chairs as it relates to school and department wide goals
- In conjunction with the counseling team, execute student recognition programs (i.e. National Honor Society, awards ceremonies)
- In conjunction with the counseling team, create, organize, and attend teacher grade level meetings

G. Other Responsibilities

- Control files of blank and not awarded diplomas
- Confer RC Academic Letter and 9th and 10th grade academic award
- Open school at 7:15am
- Oversees beginning and end of year check out procedures for staff and students
- Other duties as delegated by principal

II. Qualifications:

A. Education and Experience

- MA in Educational Administration Preferred
- Experience as assistant principal or position requiring negotiation between students/parents/faculty

B. Physical Requirements:

- Must be able to lift up to 50 lbs
- Must be able to climb stairs

To Apply:

Send Completed Certified Teaching Application and CV to:

Brenda Bad Heart Bull, Executive Director of HR

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

brendabadheartbull@redcloudschool.org