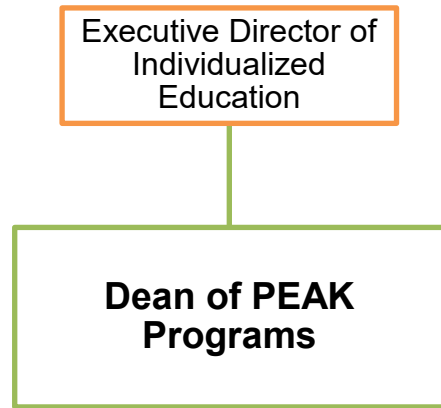


DEAN OF PEAK PROGRAMS

Job Title:	Dean of PEAK Programs
Initial:	March 6, 2017
Revised:	April 11, 2024
Work Year:	210 days
Office:	Education
Department:	Individualized Education
Reports To:	Executive Director of Individualized Education
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 25%

Related Organization Chart



POSITION SUMMARY: The Dean of PEAK Programs supervises and manages the Personalized Equitable Adaptive Knowledge (PEAK) special education programs. The Dean is responsible for providing effective student learning opportunities and initiatives that support student success for all programs. This position provides leadership, systems administration, and school advisor services to designated student populations. The Dean is responsible for the administration of the total school programs and is the primary liaison and coordinator of all day-to-day educational curricular support, student management and attendance matters, as well as all grade level concerns for the programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on zone assignment and other factors.

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- Provides administrative oversight of the PEAK programs to include advertising, hiring, and evaluation of program staff.
- Provides ongoing professional development directly related to PEAK student needs to PEAK staff
- Implements instructional and assessment strategies by collecting and analyzing student achievement and behavior data in providing a purpose and direction for the programs.
- Interfaces with district administrators, teachers, and online site coordinators of record as necessary.
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- Addresses student disciplinary actions or behavioral needs as well as communication with parents.
- Communicates, collaborates, and cooperates with colleagues, supervisors, students, and families.
- Communicates with parents to build foundational relationships.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as a resource person to students and families regarding the programs, procedure, and special situations.
- Suggests alternative means, new ideas, and different approaches to aid in achieving students' success and improved educational/behavioral goals.
- Attends all grade level pupil personnel and multi-disciplinary staffing for student placement in appropriate programs to meet the individual needs of the students.
- Collaborates with campus teams to determine appropriate referrals, both to and from, for all programs
- Adheres and administers all building-level activities including but limited to safety drills, nutrition services, annual staff and student photographs and participation in month principal team meetings.
- Performs other duties as assigned.

Supervision & Technical Responsibilities:

- Supervises PEAK staff. Additional responsibilities determined by the Executive Director of Individualized Education and may vary year to year.

Budget Responsibility:

- Direct budget responsibilities determined by the Executive Director of Individualized Education and may vary year to year.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Undergraduate or graduate degree in education required
- Graduate degree in special education or related SSP field required
- Graduate degree in educational administration or leadership required

Experience:

- Minimum of three years of teaching experience required
- Two years special education experience required
- Two years of administrative experience in district or school setting required

Knowledge Skills & Abilities:

- Knowledge and understanding of restorative practices, trauma informed care, and executive functioning
- Knowledge and understanding of Applied Behavior Analysis (ABA) and Functional Behavior Assessments/Behavior Intervention Plans (FBA/BIP)
- Knowledge and understanding that behavior may be grounded in a skill deficit rather than Applied Behavior Analysis (ABA)
- Knowledge and understanding of Positive Behavior Supports (PBS)
- Demonstrated skills in conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, and group facilitation
- Knowledge of child and adolescent development
- Knowledge of general organization and functions of a public school system
- Ability to communicate effectively and resolve conflict with students, parents, and community groups
- Good organization and communication skills

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates accomplishments in keeping professionally current
- Knowledge of data collection and the ability to interpret data
- Knowledge of research supported interventions related to academic, social and behavioral concerns
- Ability to be flexible in order to meet the unique needs of the assignment

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado licensure for Principal **required** for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.