

FALCON HOMESCHOOL ACADEMIC PROGRAM DEAN OF STUDENTS

Job Title:	Falcon Homeschool Academic Program Dean of Students (part-time 0.5 FTE)
Initial:	January 11, 2024
Revised:	
Work Year:	School Year
Office:	iConnect Zone
Department:	Falcon Homeschool Program
Reports To:	Falcon Homeschool Program Manager
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 10% Stipend

Related Organization Chart

Falcon Homeschool
Program Manager

**Falcon Homeschool
Academic Program
Dean of Students**

POSITION SUMMARY: The Falcon Homeschool Academic Program (FHAP) Dean of Students is a licensed teacher position in leadership that works with secondary students and staff. FHAP Dean of Students meets with students twice a week to counsel students as needed, advise students in Concurrent Enrollment and Career and Technical Education, support staff members in instructional practices, and work directly with students and families.

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 building assignment and other factors.

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Supervises attendance and discipline and meets with staff, students, and parents to seek solutions.
- Oversees publishing of assignments to Schoology and overall communication.
- Serves as a resource to staff regarding policy, procedure, and special situations and supports the revision of process/policy documents (i.e. handbooks, etc.)
- Suggests alternative means and new ideas, different approaches to aid in achieving students' success and improved educational goals and outcomes.
- Facilitates formal and informal evaluations on all certified and classified staff.
- Ensures necessary discipline records are maintained for students.
- Supervises and assists staff in emergency situations.
- Supervises assigned area during fire and other emergency drills to ensure compliance with State and campus safety regulations.
- Assists or schedules extra-curricular events and personnel.

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.

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- Assists in the orientation of new teachers and with the in-service education of the faculty.
 - Assists in the orientation of all students and helps to promote a positive wholesome attitude in all students in order to develop a high degree of loyalty to our campus, staff, students, and community.
 - Assists in the control, supervision, and evaluation of extracurricular activities.
 - Assigned, at times, to carry out functions assigned to the Program Manager.
 - Acts in an advisory capacity to the Program Manager in matters related to the formulation and execution of program policies.
 - Works with teachers to solve classroom problems.
 - Works with students in solving personal problems related to school.
 - Coordinate enrollment numbers, messaging and elements of enrollment.
 - Maintains clear processes and records for pupil count and program expenditures.
 - Oversees and facilitates student/parent orientation.
 - Communicates with campus building leaders to resolve issues and concerns.
 - Collaborates with staff to influence instructional processes.
 - Counsels with secondary school students to promote self-awareness, self-identity, and positive social and academic skills.
 - Provides individual counseling support to students with identified concerns and needs.
 - Implements a referral process and follow up process to outside counseling agencies and support agencies.
 - Provides information to staff and parents to assist them in crises related issues that may affect the school climate.
 - Consults and coordinates with in-district professional and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians.
 - Participates in activities that contribute to the effective operation of the program.
 - Assists to maintain a safe and organized school climate as directed by administration.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: Jointly supervises Falcon Homeschool Academic Program certified and classified staff under the guidance and supervision of the Program Manager.

Budget Responsibility: Responsible for participating in the development, administration, monitoring and coordination of the program budget and in the initiation of requisitions.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree required
- Master's degree in leadership or curriculum and instruction preferred

Experience:

- At least 3 years teaching required
- Leadership experience preferred

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Demonstrated strong project management skills.

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- English language skills required.
 - Critical thinking and problem solving skills.
 - Ability to communicate effectively with various stakeholders.
 - Ability to perform responsibilities without the necessity of close supervision.
 - Ability to manage multiple priorities and tasks with frequent interruptions.
 - Advanced skill and operating knowledge of personal computers and spreadsheet, database and word processing applications.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado Teacher's License or eligibility at the time of 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.