

Stipend - Dean of Ninth Grade Initiative

JOB DESCRIPTION

POSITION TITLE *DEAN OF THE NINTH GRADE INITIATIVE PROGRAM*

MINIMUM Teaching Certificate

QUALIFICATIONS A minimum of three (3) years of teaching

experience at the high school level

Master's degree from an accredited college or

university preferred

Experience with ninth grade populations

Conflict resolution training a plus

Computer skills

Required criminal history background check

Proof of US citizenship or legal resident alien status

Pursuing an administrator/supervisory certificate a

plus

REPORTS TO Building Principal

JOB GOAL(S) The Dean of the Ninth Grade Initiative Program is primarily responsible for all matters relative to and/or pertaining to 9th grade students only. The dean is not responsible for teaching, supervision or evaluation. The position is 10 months beginning September 1 and ending June 30.

PRIMARY RESPONSIBILITIES

1. Addresses issues of equity, student access, and character education for *all* 9th grade students.
2. Assists the high school administration in issues of equitable attendance and disciplinary practices that support academic achievement for 9th grade students.
3. Assists the faculty with issues pertaining to student behavior and development.
4. Oversees discipline and attendance for *all* 9th grade students by
 - o Working with individual students and their families on matters of attendance and appropriate procedures.
 - o Resolving all discipline matters in a fair, equitable, and consistent manner, and maintaining records of all disciplinary action taken.
5. Oversees individual students and, when necessary, makes appropriate referrals for testing, guidance or psychological counseling, and conflict resolution.

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6. Serves as a liaison for the *9th Grade Cluster Initiative Program*.
7. Works collaboratively with middle school and high school personnel to develop and to implement strategies for smooth transitions to the CHS, such as the *Bridge to Success Program*.
8. Meets with parents, guardians, and families of 9th grade students.

9. Works collaboratively with the *Director of Athletics and Student Activities* to create a sense of community among ninth grade students by participating in the development of programs, assemblies, and extracurricular activities for 9th grade students.
10. Works collaboratively with guidance personnel assigned to 9th grade students.
11. Oversees the 9th grade closed lunch period.
12. Develops and implements conflict resolution strategies among cohorts within the *Ninth Grade Initiative Program*.
13. Chairs an *Intervention and Referral Services Committees* that is grade specific and seeking to find solutions for 9th grade underachievers.
14. Serves on the high school's administrative and leadership teams.
15. Must be able to attend occasional weekend and evening functions, i.e. Board Disciplinary Hearings, student activity events, parent meetings, etc.

TERMS OF EMPLOYMENT 10 Months stipend position

Salary as per SOMEA Agreement