

# 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 9<sup>th</sup> 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* 9<sup>th</sup> grade students.
2. Assists the high school administration in issues of equitable attendance and disciplinary practices that support academic achievement for 9<sup>th</sup> grade students.
3. Assists the faculty with issues pertaining to student behavior and development.
4. Oversees discipline and attendance for *all* 9<sup>th</sup> 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.

### *Job Description*

*Title: Dean of the Ninth Grade Initiative Program*

*Page 2 of 2*

6. Serves as a liaison for the *9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> grade students.
10. Works collaboratively with guidance personnel assigned to 9<sup>th</sup> grade students.
11. Oversees the 9<sup>th</sup> 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 9<sup>th</sup> 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