

**The Kansas City Neighborhood Academy  
Kansas City, Missouri**

**Dean of Students  
Job description and details**

**School description:**

The Kansas City Neighborhood Academy (KCNA) is a neighborhood school for neighborhood children, whose sole purpose is to break the cycle of poverty, with a proven academic model focused on literacy and STEAM (STEM + Arts). The school is a part of a holistic neighborhood revitalization approach where a strong lead organization coordinates to provide the community with mixed-income housing, a cradle-to-college education, and additional "wrap around" services based on community needs. The school opened in the 2016-2017 school year with grades PK-2 and will expand to PK-5. Over time, the school and its partner organizations anticipate extending the education downwards to provide a Birth to 5th grade continuum of education.

**Our commitment to diverse teams:**

The Kansas City Neighborhood Academy is an equal opportunity employer. Given our context both as a school and as a part of a holistic neighborhood revitalization effort, we are committed to building a diverse staff. We value the richness that diversity brings to our neighborhood and school and welcome all applicants that meet our criteria. We do not discriminate on the basis of race, gender, age, religion, or sexual orientation.

**Position summary:**

The Dean of Students is a member of the school leadership team. The Dean of Students is a leader responsible for contributing to and communicating a vision and focused plan for supporting student behavior through implementation of SEL curriculum; supporting teachers in development of classroom culture that promote high levels of engagement and learning; fostering a culture of high expectations for all students; creating a community of continuous learning for all staff and students. In addition, the Dean is charged with working with members of the Student Services Team to build strong partnerships with families and community, create a safe, supportive school climate that leads to instructional progress.

**Responsibilities include:**

- Implement reflective, restorative and responsible discipline practices
- Works with the school leadership team to develop and execute sound SEL strategies
- Works with school leadership team to develop and implement staff and student disciplinary policies
- Collaborates with Student Services Team to meet the needs of students and families
- Collaborates with the principal to drive instructional excellence and maintain a culture of high expectations
- Maintains the Parent and Student Handbook
- Collaborates with COO to coordinate campus supervision, safety and security including maintain and implementing the School Safety Plan
- Provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program
- Builds an environment that fosters collaboration and continuous improvement
- Serves as one of the school's advocates and regularly communicates with stakeholders
- Conducts routine administrative duties as assigned by the Principal

**Qualifications:**

1. BA, BS degree in elementary education strongly preferred but other relevant education and experience will be considered.
2. Appropriate Missouri State Certification by the beginning of the school year – Teachers/Administrators certified in other states are welcome to transfer their certification and will be supported through that process.
3. At least 5 years successful elementary teaching experience preferred.
4. At least two years of experience working in a team environment.
5. A demonstrated ability to work independently while keeping the broader team picture in perspective and communicating with the team when necessary.
6. Demonstrated success as a self-starter who can thrive in ambiguity.
7. Demonstrated ability to be flexible, proactive, nimble, and resourceful in a complex and fast-paced growing school environment.
8. A demonstrated belief that all children can achieve at the highest levels.
9. A demonstrated passion for working or serving in underserved communities required.
10. Demonstrated knowledge and ability to work effectively with individuals and groups from a variety of cultures and backgrounds.
11. Willingness to work an extended day.
12. Have current authorization to work in the United States.

**Application process:**

- Phase 1: The KCNA team will thoroughly review cover letters and resumes of all applicants.
- Phase 2: Select applicants will have an initial interview with Dr. Robin E. Wilson, KCNA Principal.
- Phase 3: Final interview with Principal and Selection Committee.

**Reports to:** The school's Principal