



Position Available: Dean of Students

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

Jack & Jill Center's **Madelaine Halmos Academy (MHA)** is a private elementary school, serving kindergarten through 5th grade students. Educators, staff and volunteers work together to create a safe, academically challenging and socially supportive environment for all learners. MHA's unique program nurtures the whole child by combining academic, social-emotional, and wellness elements to ensure a highly-effective educational experience.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Dean of Students plays a significant role in establishing school-wide disciplinary practices and supporting the development and implementation of a comprehensive elementary discipline matrix aligned with the school's mission and vision. The Dean of Students will collaborate with school administrators and classroom teachers to implement and achieve the school's disciplinary goals and initiatives. The Dean of Students will provide valuable assistance to families, students, partners and team members at all academic levels. The main responsibilities will be:

- Provide direct support to the School Administration, school leadership team, and school community addressing student, team members, and community issues.
- Partner with School Director, Assistant Director, individual teachers, and articulation areas to implement school site initiatives, including restorative practices.
- Utilize content expertise to develop social-emotional learning (SEL) and non-punitive approaches to discipline. Coordinate classroom management training in partnership with administrators.
- Provide support and feedback on classroom management techniques in partnership with the Instructional Coach.
- Respond to student behavior and conflict using alternatives to punitive discipline and other content expertise.
- Respond to team members, student, parent or community concerns as appropriate and refer to school leaders as necessary.
- Serve as a designated administrator when identified by the school leaders.
- Provide ongoing technical support and consultation for team members on student discipline in partnership with the Instructional Coach.
- Assist school leaders in enhancing intervention frameworks.

- Collaborate with school supports to evaluate best practices for student discipline, including restorative practices.
- Support students and teachers inside the classroom through observation, coaching, and modeling healthy interactions and classroom management; debrief with both teachers and individual students in partnership with the instructional coach.
- Monitor individual student behavior by checking in with students throughout the school day.
- Inform families, educators, and school leaders about incidents in school as needed and within the same day the incident occurs.
- Collect and analyze data related to student discipline, including but not limited to keeping documentation by grade per class.
- Organize data to inform School leaders of any negative and positive trends in school climate.
- Push into classrooms and shared spaces to build relationships with students and teachers.
- Advocate for educators and students.
- Establish an avenue for educators and students to express concerns about student discipline.
- Observe team members and provide frequent, non-evaluative feedback in partnership with the Instructional Coach.
- Teach students techniques for managing behavior and resolving conflict independently as well as:
 - Implement and sustain character development education and SEL.
 - Organize or perform presentations for student and parent education or faculty enrichment
 - Provide appropriate information to school personnel related to the comprehensive school counseling program
 - Provide preventative education and skills-building in conjunction with counseling for students during key times of transition and/or change.
 - Plan and lead small groups and/or classroom groups to convey educational, social and coping strategies for student success
 - Maintain confidential records of student's psycho-educational plans, school support plans and student intervention
 - Develop program to acquaint new students with school policies related to discipline and expectations
 - Assist in creating and implementing behavior interventions for students as needed, including but not limited to, creating behavior improvement plans
 - Provide direct care to students through classroom support, individual counseling, risk assessment, minute meetings, small group counseling, and crisis intervention
 - Identify and monitor at- risk students, providing support and counsel to student and families as necessary
 - Manage the Opportunity Scholarship Program
- Performs other duties as assigned.

POSITION REQUIREMENTS

Desired Qualifications:

- Demonstrate expertise in best practices for all students ranging in abilities from special needs to accelerated learners.
- Demonstrate understanding of a response to intervention process including the use of a variety of mentoring and coaching practices.
- Demonstrate leadership skills in the area of professional development including organizing and facilitating sessions.
- Demonstrate ability to consult with a variety of groups and individuals.
- Ability to manage multiple projects effectively and to meet deadlines.
- Ability to foster a cooperative work environment.
- Ability to analyze problems and develop creative solutions to issues.
- Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks.
- Mobility to move around the school premises as needed.
- Ability to work flexible hours outside of the regular workday/workweek i.e., school-related functions in the evening, open houses, student discipline meetings or conferences.

Desired Education and Experience:

- Master's in Education Field or related field.
- Knowledge and comfort with technology applications that support the school initiatives and used platforms.
- Knowledge of applicable state/local/federal laws that may apply to disciplinary actions.
- Knowledge and ability to think flexibly and to adapt work needs.
- Knowledge of current research and issues in the area of student discipline.
- Knowledge of facility security, child/adolescent behavior, intervention and mediation skills.
- Strong interpersonal, verbal and written communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- A valid driver's license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

- Title: Dean of Students, Full-Time
- Team: Madelaine Halmos Academy
- Reports To: Director of Elementary Education
- Salary: \$55,000 - \$60,000 annually
- Timeline: This is a grant-funded position through June 30, 2025.
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance
- To apply, please submit an Employment Application by [clicking here](#).