



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Dean of Students
Category: Certificated/Classified
Work Year: 200 Days
Supervisor: Principal or Designee

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Dean of Students is tasked with designing and maintaining efforts focused on building positive school environment, improved school connectedness, and a safe and successful climate wherein the school mission can be best realized.

Key Responsibilities

- Collaborate in the development and lead in the implementation of intervention programs to shape school culture, especially including MTSS, PBIS, restorative practices, youth council, and other prioritized initiatives
- Manage all student disciplinary procedures and incidents in collaboration with the Principal
- Manage the recruiting, vetting, and hiring of all supervisory or security staff
- Maintain facilities security
- Oversee school safety plan and crisis preparedness and complete requisite drills and compliance/reporting activities
- Oversee student supervision throughout the school day
- Manage student disciplinary records and ensure up-to-date recording and tracking
- Manage disciplinary actions including detentions, suspensions, behavior contracts, etc.
- Monitor and organize drop-off, pick-up, and other site traffic considerations
- Maintain a professional awareness of regulations regarding student welfare and attendance
- Manage early identification and immediate intervention to re-engage students with poor attendance (truancy or chronic absenteeism)
- Initiate intensive intervention with pupils and families appropriate for attendance issues that are severe or entrenched (Lead in SART/SARB programs)
- Liaise with law enforcement and the court as the school truancy officer
- Plan, orchestrate, and debrief emergency drills
- Manage the independent study program in collaboration with the Registrar

- Stay abreast of education trends and data to ensure the school maintains effective and innovative programs and policies
- Write and submit newsletters, grant applications, reports, and other documents as directed
- Attend school and community events as directed
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

Qualifications

- Minimum Bachelor's degree from an accredited four-year college or university
- Track-record of high achievement in student programming and administration
- Knowledge of California Education Code
- Experience as a classroom teacher highly desirable