



Dean of Students

About Eagle Ridge Academy: [Eagle Ridge Academy](#) is a college preparatory high school located in Brighton, CO. With our strong focus on student achievement, students are ready to succeed at the college level by the time they graduate from ERA, if they so choose to go. We accomplish this task through our [Vision Statement, Mission Statement, Core Values, and Organizational "WHY"](#). Eagle Ridge Academy offers a **4-day school week!**

About the Position:

[Eagle Ridge Academy](#) is seeking a motivated and self-starting Dean of Students that leads with integrity, will serve as a collaborative team member who inspires students and staff, and that develops high quality relationships within the educational environment. The position of Dean of Students was established for the purpose of enriching and enhancing the school's ability to maintain an environment that meets the educational needs of all our students in a safe environment. To this end, the Dean will be responsible for ensuring that high behavioral expectations are consistently communicated and maintained. The Dean of Students will work with students, teachers, and parents to ensure a strong learning-based environment, centered around the culture, mission, and core values of the school. The Dean of Students is primarily responsible for discipline, attendance, and safety issues as our proactive stance in these areas contributes to the school's mission and vision.

Position will start on July 1, 2023!

Compensation:

- *Commensurate with experience and education*
- *Starting at \$65,000/year*

What benefits are offered by ERA?

We offer a robust, comprehensive benefits package that includes:

- Medical, basic life, short/long term disability, and AD&D plans (100% employer paid)
- Health savings plan with an annual employer contribution up to \$750.00
- Dental and vision plans at an affordable cost
- Participation in the Colorado Public Employees Retirement Association (PERA) - click [here](#) to learn more!
- Various retirement option including 401k, 403b, 457, and Roth IRA
- Flexible Spending Accounts (FSA) to include Healthcare and Dependent Care
- AFLAC voluntary benefits include accident, critical illness, and hospital plans
- Voluntary Professional Association of Colorado Educators (PACE) - click [here](#) to learn more (100% employer paid)

Information about our current benefits packages can be found [here](#). 23/24 benefit packages are under review at this time with no anticipated increase to employees.

Essential Job Duties and Responsibilities:

- Works to establish and maintain a positive growth-oriented culture which reflects our core values.
- Collaborates with students, teachers, and parents to ensure that all students are successful in our academically rigorous setting.
- Coordinates and oversees student discipline
- Coordinates and oversees student attendance
- Assists with classroom observations and teacher evaluations to maintain high levels of classroom management expectations
- Assists with delivering professional development opportunities focused on classroom management and school culture
- Ensures proper documentation, communication, and follow through for discipline, attendance, and safety matters.
 - o Home visits

- o Wellness checks
- o Safe2Tell responder
- o School Safety
- o Behavior, attendance, & safety plans
- o Parent/Teacher mediation
- o Parent Engagement
- Coaches staff to create a strong classroom community (expectations & routines)
- Coordinates and oversees D & F List identification and communication
- Helps to coordinate and oversee the schools PBIS program (5 Star Students)
- Communicates clearly and effectively
- Works with Media Coordinator to ensure student, staff, parent, and community awareness
- Assists with supervision of student events and activities
- Attends trainings as necessary
- Other duties as assigned

Qualified Candidates must have:

1. A Master's Degree
2. A valid Colorado Department of Education Teaching License
3. A minimum of 3 years teaching experience in a secondary classroom
4. The ability to obtain a Colorado Department of Education Administrative License within two years of employment.
5. The ability and interest to be part of a high-functioning team.
6. The ability and interest to learn continuously and to adapt to changing circumstances.
7. The ability to lead with our mission statement and core values at the forefront of all decisions

Preferred candidates will have all items listed under the "Qualified Candidates must have" section as well as:

1. A Master's Degree in Educational Leadership
2. A valid Colorado Department of Education Administrative License
3. Experience in a leadership role
4. Experience implementing *Teach Like a Champion* techniques

Application Procedure: Eagle Ridge Academy is actively seeks applications from the most capable and professional candidates. Please complete our online application to be considered for this position. Apply by clicking [here](#).

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Eagle Ridge Academy does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment.