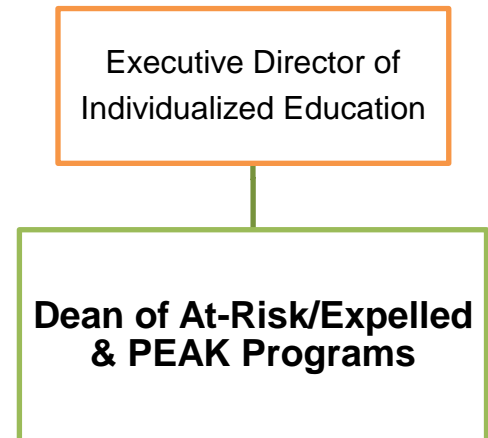


DEAN OF AT-RISK/EXPELLED & PEAK PROGRAMS

Job Title:	Dean of At-Risk/Expelled & PEAK Programs
Initial:	March 6, 2017
Revised:	
Work Year:	210
Office:	Education
Department:	Individualized Education
Reports To:	Executive Director of Individualized Education
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 15%

Related Organization Chart



POSITION SUMMARY: The Dean of At-Risk/Expelled & PEAK Programs will supervise and manage the at-risk and expelled student programs (Excel and Excel Plus) and the Personal Excellence and Academic Knowledge (PEAK) special education programs. The Dean will be responsible for providing effective student learning opportunities and initiatives that support student success for all programs. This position provides leadership, systems administration, online course placement and promotion, and school advisor services to designated student populations. The Dean is responsible for the administration of the total school programs and is the primary liaison and coordinator of all day-to-day educational curricular support, student management and attendance matters, as well as all grade level concerns for the programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on zone assignment and other factors.

- Develop and assist in delivery of the educational and behavioral program for a designated at-risk and expelled student education program to include online needs and issues in the program of study.
- Provide administrative oversight of the PEAK programs to include advertising, hiring, and evaluation of program staff.
- Implement instructional and assessment strategies by collecting and analyzing student achievement data in providing a purpose and direction for the programs.
- Collaborate with online curriculum provider and system administrator to ensure consistency throughout the program.
- Interface with district administrators, teachers, and online site coordinators of record as necessary.
- Develop online learning opportunities to address student needs.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Address student disciplinary actions or behavioral needs as well as communication with parents.
 - Communicate, collaborate, and cooperate with colleagues, supervisors, students, and families.
 - Serve as a resource person to students and families regarding the programs, procedure, and special situations.
 - Suggest alternative means, new ideas, and different approaches to aid in achieving students' success and improved educational goals.
 - Attend all grade level pupil personnel and multi-disciplinary staffing for student placement in appropriate programs to meet the individual needs of the students.
 - Collaborate with campus teams to determine appropriate referrals, both to and from, for all programs
 - Other duties as assigned.

Supervision & Technical Responsibilities:

- Supervises at-risk/expelled program staff and PEAK staff. Additional responsibilities determined by the Executive Director of Individualized Education and may vary year to year.

Budget Responsibility:

- Direct budget responsibilities determined by the Executive Director of Individualized Education and may vary year to year.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Undergraduate or graduate degree in education required
- Undergraduate or graduate degree in special education beneficial
- Candidates with graduate degree in educational administration or leadership beneficial

Experience:

- Minimum of three years of teaching experience required
- Two years special education experience required
- Two years of administrative experience in district or school setting preferred

Knowledge Skills & Abilities:

- Demonstrated skills in conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, and group facilitation
- Knowledge of child and adolescent development
- Knowledge of general organization and functions of a public school system
- Ability to communicate effectively and resolve conflict with students, parents, and community groups
- Good organization and communication skills
- Demonstrates accomplishments in keeping professionally current
- Knowledge of data collection and the ability to interpret data
- Knowledge of research supported interventions related to academic, social and behavioral concerns
- Ability to be flexible in order to meet the unique needs of the assignment

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado licensure for Principal **required** for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.