

Job Description

Liberty Tree Academy

Associate Dean of Students

Position Description: This is a full time, exempt position with a June - July work schedule (208 days). Base standard hours will be 7:30 AM - 4:00 PM on days designated by the school calendar. The Dean of Students primary responsibility is to help students foster formation, character development, and personal growth, at Liberty Tree Academy (LTA), which are closely related with LTA's core virtues and mission.

Position Narrative: The Associate Dean of Students oversees any student behavioral and behavioral management issues that may arise within the school setting. The Associate Dean also plans and implements the policies and procedures, which are outlined in the Student Code of Conduct and Family Handbook. Additionally, the Associate Dean collaboratively works with the leadership team for quality school improvement and planning.

Reports to: Assistant Headmaster

Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich.

Mission: Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's Founders to preserve and perpetuate liberty.

Vision: Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

Position Duties and Responsibilities:

- Supervise the consistent and fair administration and tracking of student conduct and discipline
- Detailed familiarity with Liberty Tree Academy's policies and procedures
- Develops, plans, and implements policies and procedures
- Strong knowledge and communication of effective student welfare, safety, and discipline
- Provide direction and intervention for students in behavioral
- Collects data for LTA's behavioral and disciplinary volumes report
- Collaboratively works with administrative team for student behavioral issues
- Ensures student conduct and discipline is enforced fairly and consistently
- Responsible for mitigating and addressing student and parent emotional and behavioral concerns
- Meet and confer with parents, teachers, students, and administrative team in developing alternative solutions to student disciplinary concerns
- Contribute toward a safe environment for learning
- Implement and follow policies and procedures for student dress code, discipline and other policies related to maintain a positive school culture of learning and achievement

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- Demonstrates professionalism in communication, manner, and appearance
- Ensures that interventions and techniques are aligned with the mission of Liberty Tree Academy
- Committed to a culture in which all students can achieve excellence and full potential
- Ability to be flexible to support faculty, staff, and students daily

Supervision Exercised: None

Supervision Received: Assistant Headmaster

This job description in no way states or implies that these are the only duties to be performed by this employee. LTA reserves the right to update, revise or change this job description and related duties at any time.

Required knowledge, skills and abilities:

- Excellent organizational skills
- Excellent written and oral communications skills
- Ability to establish and maintain effective working relationships with co-workers, volunteers, students, and parents
- Ability to adapt to change
- Ability to multi-task with frequent interruptions
- Ability to build relationships
- Skilled in Microsoft Office, specifically: Word, Excel and Outlook
- Ability to operate standard office equipment
- Problem solving skills
- Maintain confidentiality in all aspects of the job
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of student database software program, PowerSchool,
- Data analysis
- Effective planning

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university in education or related field required. Master's degree or higher preferred.
- 3- 5 years of successful experience as a teacher (classical school preferred).
- Experience in a teaching, administrative, or student support role essential
- High knowledge and understanding of adolescent development, student support and discipline.
- Proven success working collaboratively in educational leadership

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Conditions of Employment:

1. All offers of employment are conditional and based on a successful background and reference check.
2. LTA may choose to contact work references other than those specified on your application.
3. The position requires work outside of regular office hours.
4. The position will be at-will.
5. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

Required Physical Activities: <review the below, add/subtract as necessary>

1. Driving – Frequent
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional
5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional
9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent
13. Speech: Frequent
14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional

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What We Offer:

Salary Range: \$56,000-65,000 depending upon previous relevant working experience. Actual starting salary will be determined after a review of the work experience provided on the job application.

Insurance Coverage: Individuals contracted for 30 hours per week or more on a regular basis are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked up to 48 hours per year (this does not include seasonal stipend positions).

Children of employees receive priority enrollment.

Application Search Timeline:

- Priority will be given to applications submitted by March 15th. This posting, however, will remain open until filled. Potential interview dates will begin immediately. Potential start date will be July 1st.

How to Apply:

Please submit resume and the following in a single email to HR@ltaeagles.org:

- Cover letter tailored to the position. Please tell us how you learned about Liberty Tree Academy and include a separate statement of your educational philosophy (500 words or fewer).
- 3-5 references.

Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender or transgender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to www.uscis.gov and click on 'E-Verify' located near the bottom of the page.

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