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Job Title:	Dean of Students/Athletic Director
FTE:	Full-Time – 1.0 FTE
Date Prepared:	April 2025
Implementation:	2026-27 School Year
Salary Scale:	Licensed Educator \$50,520- \$78,573 min-mid annually
Work Year:	196 Contact Days/Year (1 Jul – 30 Jun)
FLSA Status:	EXEMPT
Benefits Eligible:	Yes, if scheduled for 30 or more hours per week
Reports To:	Assistant Director, then Executive Director
Direct Report(s):	Non-Exempt Staff As Assigned

OVERVIEW:

The Dean of Students / Athletic Director serves on and works with the Instructional Administration Team in carrying out the school's academic and behavioral programs. The Dean of Students / Athletic Director provides proactive leadership to engage all stakeholders to co-construct and support the academic, social-emotional and behavioral culture of the school through the design, implementation, and monitoring of a variety of culturally inclusive and responsive practices that impact students, staff, and the community. The Dean of Students / Athletic Director works cooperatively with the assistant director, instructional coach, counselors, nurse, staff, coaches, students and parents towards a positive school climate aligned to the school's mission, vision and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific duties are listed below; other duties may be assigned.

Dean of Students

- Demonstrate visible, active leadership in the daily life of the school, including during the daily routines of arrival, dismissal, lunch, and break times as well as at major school functions and events such as those that occur beyond the school day.
- Serve as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self- concept.
- Lead the development and implementation of positive behavior support systems and development of intervention strategies, including delivery of necessary professional development.
- Lead the development and implementation of restorative practices and restorative justice systems including classroom practices, restorative conversations, and mediations.
- Support a school-wide culture system with routines and procedures that foster a safe, purposeful, and inclusive school environment through positive and respectful relationships.
- Partner with the Executive Director, Assistant Director, Instructional Coach and teachers to implement school site initiatives which include Restorative Practices, Zones of Regulation, Social Thinking, and others as found in the school's Instructional Model.

- Respond to student behavior and conflict utilizing alternatives to punitive discipline and other content expertise.
- Provide ongoing technical support and consultation for staff members related to student behavior management.
- Confers with guardians, teachers, special service providers, support personnel and students in matters of discipline and problem solving.
- Reports to administrators, teachers, school attendance staff, guardians and students relative to issues affecting student performance and engagement at school.
- Instructs and advises students regarding their responsibility to adhere to school rules policies, to foster a safe school environment, and to respect other individuals, property, and the learning environment.
- Assist school teams in enhancing intervention frameworks.
- Assists other administrators in facilitating alternatives to suspension, in-school suspension, and co-curricular activities.
- Push into classrooms and shared spaces to build relationships with students and teachers.
- Contribute as appropriate during MTSS, 504, IEP, threat assessment, safety plan, and behavior support plan processes.
- Inform families, educators, and administrators about incidents in school as needed, and document communications in Infinite Campus.
- Coordinate, facilitate and implement disciplinary intervention steps and processes with staff.
- Demonstrate ability to work successfully and positively with all students to provide them with assistance in meeting their educational and behavioral needs.
- Motivate students in a positive direction which will help students to increase individual responsible decision-making.
- Contribute toward school/home partnerships through helping guardians learn about practices used at school and build understanding so that common, restorative language might be used at home through contributions to school communications, guardian education opportunities, and other forums.
- Support students and teachers inside the classroom through observation, coaching and modeling healthy interactions and classroom management; debriefing with both teachers and individual students.
- Teach students techniques for managing behavior and resolving conflict independently.
- Monitor individual student behavior by checking in with students throughout the school day.
- Inform families, educators, and administrators about incidents in school as needed.
- Interpret attendance data accurately. Coordinate, facilitate and implement attendance intervention steps, including but not limited to holding attendance conferences with students and families, and documenting all attendance irregularities.
- Assist and plan school-wide events and necessary supervision.
- Work closely with the enrichment coordinator regarding behavioral eligibility to participate in field studies, activities, and extended field studies.'
- Implementation of parent involvement in school sponsored events.
- Attend and participate in various leadership team meetings and other building meetings as assigned.
- Assist in developing policies and practices to assure building safety and security and maintaining an environment conducive to learning.
- Collect and analyze academic and behavior data specifically identifying trends by class, time of day, demographics, ensuring school-wide parity, including but not limited to following District guidelines and procedures for documentation in Infinite Campus.

- Prepare reports related to student academic performance, attendance, school climate and culture, and behavior data for the Executive Director and Board of Directors as requested.
- Coordinate and implement a school-wide behavior management system with meaningful incentives and proactive strategies that support teachers with fidelity to Restorative Practices and social-emotional curriculum.
- Assist in the design and implementation of internal professional development opportunities for staff to deepen their knowledge of equitable, socially just and culturally responsive classroom management strategies and social-emotional curriculum.
- Provide leadership during whole-school gatherings that set a positive tone for school programs that cultivate a sense of belonging and pride within the school community.
- Monitor external and district-provided opportunities for staff development aligned with school goals: PBIS, Restorative Practices, and others.
- Co-facilitate meetings, professional development, and family/community meetings with the Executive Director or other staff.
- Establish an avenue for educators and students to express concerns about student discipline.
- Provide onboarding support and mentorship to teachers and para-educators who are new to Excel Academy to support their implementation of Restorative Practices and other approaches from the Instructional Model.
- Supervise and evaluate the performance of non-exempt staff as assigned using the school's evaluation framework.
- Assist with student recruitment and retainment efforts.
- Assume an equal share of staff's joint housekeeping responsibilities with attention to keeping the environment ordered, clean, supplied and in good repair
- Participate in recommended training programs, educational conferences and other courses pertinent to professional growth.
- Maintain professional attitudes and behavior toward the school at all times, in both internal and external communications.
- Follow discipline procedures in accordance with district policies and as outlined in the Staff and Student and Family Handbooks.
- Other duties as assigned.

Athletic Director

- Assist the Executive Director and Assistant Director in developing a quality athletic program and running the day-to-day operations of the athletic program.
- Assist in the selection and hiring of athletic coaches and ensuring all coaches have CPR, First Aid, AED, and SafeSport certification as required.
- Responsible for meeting with and orienting all coaches on school and district policies, procedures and expectations, rules and regulations, budgets, athletic handbook, and ensures that all coaches comply with policies and procedures.
- Ensure the school's athletic programs are in compliance with Title IX.
- Work closely with the staff and site administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the school.
- Verify that all athletes are academically eligible to compete and that student eligibility is monitored weekly.
- Communicate any ineligibility with coaches, athletes and their guardians.
- Collect and appropriately log and store all athletic-related paperwork from participants, including records of student physicals to verify that all athletes are medically cleared, and have all necessary medical documentation to participate.
- Attend Athletic Director meetings with other AD's in the school's league to schedule competitions, coordinate officials, and ensure consistent program expectations.

- Provide and maintain adequate practice and playing facilities; meets with coaches to coordinate and establish a schedule for the use of facilities for practices and games; and organize game schedules for teams.
- Complete all applicable facility use forms, calendar/scheduling request forms, and other necessary documents for practices and games.
- Work with the school's secretary schedule and coordinate team photos. Work with the yearbook sponsor to ensure the photos are submitted for inclusion.
- Arrange for office/door coverage, scorekeeping, ribbons/medals, and other personnel and equipment as necessary for all home competitions.
- Provide supervision and security for home competitions.
- Work with coaches and security to develop a safety/emergency plan for all athletic events and practices.
- Make sure that game officials are acquired for all home competitions.
- Ensure banners for championships won are ordered and hung in the gym.
- Responsible for development and oversight of Athletic Department budget in conjunction with the Executive Director, approving the purchase of all equipment and uniforms and ensuring that each coach maintain an accurate inventory of equipment and materials, and file such an inventory at the conclusion of each season
- Respond to all parent, staff, and community concerns, and serves as a liaison between the coaches, and site administration.

REQUIREMENTS:

Experience:

Required:

- Minimum of five years of successful classroom teaching experience
- Prior experience supporting or leading a teaching team, department, or grade level
- Experience in elementary and/or middle school environments
- Proven success with student achievement and classroom management
- Extensive knowledge of and experience with Restorative Practices and Positive Behavior Intervention Support (PBIS)
- Knowledge of and experience in K-12 athletics and activities

Desired:

- Proven record of building asset-based relationships with students and families
- Familiarity or prior experience with social and emotional curricula
- Knowledge of culturally responsive approaches in schools
- Knowledge of Diversity, Equity, Inclusion and Belonging (DEIB) programming

Education and Training:

- Bachelor's Degree or higher required
- Crisis Prevention Institute Blue Card or ability to earn within 30 days of employment
- Safe Sport certification or ability to earn within 30 days of employment

Certificates, Licenses, or Registrations:

- Active Colorado Teacher License, Special Service Provider License, or documented "in field status" for position based on accepted pathway from the Colorado Department of Education
- Current CPR, First Aid, AED Certification

Knowledge, Skills and Abilities:

Knowledge of applicable laws and regulations regarding student discipline, bullying, harassment, and truancy. Knowledge of positive student behavior management techniques. Knowledgeable and skilled at dispute resolution. Excellent verbal and written communication skills and positive interpersonal skills. Ability to establish and maintain cooperative working relationships with others in the course of work. Demonstrated expertise in specific content area and best practices for all students ranging in abilities from special needs to accelerated learners. Demonstrated understanding of a response to intervention process including the use

of a variety of assessments; and core, strategic and intensive strategies. Demonstrated leadership skills in the area of professional development including organizing and facilitating sessions. Knowledge and comfort with technology applications that support school curriculum. Knowledge of and experience with school's commitment to following the school's Instructional Model, including adherence to adopted curricula, supplemental resources, and instructional strategies, including current work of the Instructional Leadership Team. Knowledge of other applicable State or Federal laws may apply. Knowledge and ability to think flexibly and to adapt work to the needs the specific department. Willingness to implement national, state, district and school initiatives. Knowledge of current research and issues in the area of subject area. Demonstrated ability to consult with a variety of groups and individuals. Ability to manage multiple projects effectively and to meet deadlines.

SPAN OF CONTROL: This position serves as a resource to other building personnel regarding best practices in classroom management, behavioral support, Restorative Practices, and crisis de-escalation.

The physical requirements, mental requirements and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT: Classroom materials, computer (desktop/laptop/tablet) and communications technology equipment including software, interactive whiteboard, office equipment (copy machine, fax, etc.), e-mail, and voice mail. Sports equipment, scorekeeping devices, etc.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. Normal routine levels of sitting, climbing or balancing; and stooping, kneeling, crouching, and occasionally crawling. There may be above average levels of activity at times that cannot always be anticipated. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to meet physical needs of students. Must be able to lead or direct students to safety in the event of an emergency or drill.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to analyze, coordinate, compile, evaluate, synthesize, compute, instruct and negotiate. The employee is occasionally required to copy.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is moderate and may be noisy/chaotic at times. This employee is required to work in a variety of schools, office and playground settings.

EQUAL EMPLOYMENT OPPORTUNITY: Excel Academy provides equal employment opportunities to all employees and applicants in all school facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable Federal, State and local laws.

