



A Public Charter School

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## DEAN OF STUDENTS - MWA Upper School

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Making Waves Academy (MWA) seeks to hire dedicated professionals with a passion to serve young people from historically underserved communities. MWA aims to create a personalized learning community built on rigorous and culturally relevant curriculum, powerful teaching and meaningful parent and community partnerships.

For more than 20 years, Making Waves Education Program (MWEP) has supported students from Richmond, CA in gaining admission to and graduating from college. Building on the extraordinary success of MWEP, Making Waves Academy opened the Lower School (grades five-eight) with a class of 100 fifth grade students in 2007. The Middle School now serves 400 students. In September 2011, MWA's Upper School opens to serve the eighth grade graduates from the Middle School.

### **Job Description:**

The role of the Dean of Students is to form relationships with students and families of the MWA Upper School insuring alignment of the MWA mission, codes of conduct and student behavior. As part of the administrative team, they will advise and take the lead on issues pertaining to the overall well-being of students – both academically and developmentally. The Dean of Students will also help to compile, analyze and respond to data such as student attendance, disciplinary data and academic data to insure students are meeting MWA expectations for success.

### **Position Requirements:**

- Be the first point of contact for student issues regarding academic and disciplinary concerns.
- Organize and manage student management systems for behavior and discipline.
- Develop, organize and disseminate daily, weekly, monthly, grading period and annual reports (depending on the item) of academic, social-emotional, disciplinary and social data.
- Coordinate and manage home visit schedule for faculty and staff.
- Manage projects as assigned by the Head of School.
- Develop and manage communication with parents, faculty and staff.
- Co-lead and facilitate training of faculty and staff on the use of various data.
- Develop and manage student cohort system (e.g. "house system").
- Be an active and positive contributor to the administrative team.
- Ability and desire to be a "team player" and to collaborate with colleagues, parents and community members to affect the best outcomes for students.
- Commitment to become an active participant in the school community – attending school competitions, performances, assemblies, extracurricular activities and home visits on occasion.

*Providing the Educational Opportunities that Change Lives*

[www.making-waves.org](http://www.making-waves.org)

**Desired:**

- BA Degree (Masters Degree desired and Psychology background a plus).
- Five years or more of experience working with students between the ages of 11-18.
- Professional orientation – appearance, communication, organization and attitude.
- Experience working with students and families from historically underserved communities.
- Spanish language proficiency

**Application Process:**

1. Cover letter and resume
2. Phone Interview
3. In-person interview, school tour and organization/task test
4. List of at least three professional references who can be contacted
5. Criminal background check
6. Tuberculosis (TB) Test
7. Fingerprinting or LiveScan

**Salary and Benefits:**

Making Waves Academy salaries are competitive and include generous medical/dental plan and retirement benefits.

**How to Apply:**

Please email application materials to [jobs@mwacademy.org](mailto:jobs@mwacademy.org) or mail them to:

Janice Maldonado  
Making Waves Foundation  
2925 Technology Court  
Richmond, CA 94806

Making Waves Academy (MWA) is an Equal Opportunity Employer. We encourage applicants of diverse backgrounds to apply for any open position in which they feel qualified. We are committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, any other legally protected class.