

Job Title: Dean of Students

Reports to: Principal

Schedule: 11 Months

Salary Range: \$65,000 - \$80,000

Classification: Salary/Exempt

FTE: 1.0

Position Summary

The Dean of Students serves as a member of the Academic Leadership Team and supports the academic and behavioral goals of the school through collaboration with students, staff, families, and administrators. This role provides leadership in student support systems, assessment and curriculum initiatives, professional learning, and school culture while helping to ensure a positive, inclusive, and high-performing learning environment.

The Dean of Students partners with the Principal and Academic Leadership Team to support effective student behavior systems, instructional excellence, and continuous school improvement. The position also supports instructional coaching, curriculum alignment, assessment practices, and collaboration with teachers to promote student success and advance the school's mission, vision, and strategic goals.

Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 550+ students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of "Innovative education of the whole child through German immersion". The school remains the largest German language school in North America and has consistently been among Minnesota's most academically successful schools.

Leadership Responsibilities

- Serve as a member of the Academic Leadership Team, contributing a student support and school operations perspective to school-wide planning and decision-making.
- Support implementation of the school's strategic plan and continuous improvement efforts.
- Collaborate with the Academic Leadership Team to design, facilitate, and evaluate professional learning opportunities for staff.

Student Support Responsibilities

- Be the first line of student support by addressing student behavioral concerns promptly and consistently in accordance with school policies and procedures.

- Assist the Principal in student supervision, behavior management, attendance interventions, and discipline processes.
- Facilitate restorative conversations, conflict resolution, and peer mediation when appropriate.
- Serve as the school's Section 504 Coordinator and oversee compliance with applicable regulations.
- Foster positive relationships with students and contribute to a welcoming, inclusive school culture.
- Support students' academic, behavioral, and social-emotional success through coaching, intervention, and problem-solving.
- Develop, implement, and monitor behavior plans and other student support plans as needed.
- Support school-wide Positive Behavioral Interventions and Supports (PBIS) initiatives and restorative practices.
- Participate in School-Wide Support Team (SWST), Student Support Team, and problem-solving meetings.
- Partner with the Principal to support the Central High School partnership and other secondary programming initiatives.

Staff Support Responsibilities

- Partner with teachers and staff to support effective classroom management and positive student behavior.
- Provide training and guidance for recess, lunchroom, and support staff regarding student supervision and behavior supports.
- Conduct teacher observations and evaluations as assigned by the Principal.
- Serve as a resource to staff regarding student support systems, accommodations, and intervention strategies.

Assessment and Academic Support

- Coordinate and support school-wide assessment and screening processes, including planning, administration, data collection, and communication of results.
- Support teachers and teams in reviewing assessment data to identify student needs and instructional priorities.
- Support implementation of school-wide academic initiatives and instructional improvement efforts.

School Culture and Community Responsibilities

- Collaborate with Elementary School and Middle School teams to plan, organize, and support student assemblies, celebrations, and school-wide events.
- Assist with developing and maintaining traditions, activities, and programs that strengthen school culture and community engagement.

- Support student leadership opportunities and initiatives that promote belonging and positive school climate.
- Help coordinate and supervise school events and activities as assigned.

Family Engagement Responsibilities

- Build positive partnerships with families and serve as a key contact for student support concerns.
- Communicate proactively with parents and caregivers regarding student progress, interventions, and behavioral concerns.
- Facilitate meetings with families to collaboratively address student needs and develop support plans.
- Support family engagement efforts that strengthen school-home partnerships.

Administrative Responsibilities

- Maintain accurate records related to student support, discipline, accommodations, and interventions.
- Collect, analyze, and report behavioral and student support data to inform school improvement efforts.
- Ensure compliance with school, district, state, and federal requirements related to student services and support.
- Assist with supervision, operational responsibilities, and administrative tasks as assigned.

Other Duties

- Attend meetings, workshops, conferences, and professional development opportunities as directed.
- Demonstrate knowledge of and compliance with school policies, procedures, and regulations.
- Perform other duties as assigned by the Principal.

Minimum Qualifications

- Valid Minnesota teaching license.
- Demonstrated success working with students and families.
- Strong interpersonal skills and ability to build positive relationships with students, staff, and families.
- Experience supporting student behavior, academic interventions, and/or social-emotional learning in a school setting.
- Excellent written and verbal communication skills.
- Ability to collaborate effectively with administrators, teachers, support staff, families, and community partners.

- Ability to maintain confidentiality and exercise sound professional judgment.
- Physical ability to stand, walk, supervise students throughout the school day, sit for extended periods, and occasionally lift up to 15 pounds.

Preferred Qualifications

- Administrative license or enrollment in an accredited K-12 administrative licensure program.
- Five or more years of successful educational experience.
- Training and demonstrated experience in restorative practices and restorative justice approaches.
- Experience serving as a 504 Coordinator or leading student support systems.
- German language proficiency.
- Knowledge of dual-language immersion education and German immersion instructional practices.
- Experience providing instructional coaching, professional development, or teacher evaluation.

Salary/Benefits

Salary will commensurate with experience. As a full-time employee, the Dean of Students is eligible for employer-sponsored benefits including health, dental, life, and disability insurance; paid time off (20 days per year) and paid holidays (12 per year), and automatic enrollment to Public Employee Retirement Association or Teacher Retirement Association (TRA)

How to Apply:

Interested candidates should submit an [Employment Application](#)

Please also include a letter of intent, resume, license (if applicable) and professional references.

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.