



## **PARK ACADEMY JOB DESCRIPTION**

**JOB TITLE:** Dean of Students

**REPORTS TO:** Head of School

**FLSA STATUS:** Full time, 12-month employee

### **POSITION DESCRIPTION**

Park Academy seeks an experienced, relationship-centered Dean of Students to oversee student life, culture, and behavioral support in a small, independent school specializing in dyslexia and language-based learning differences for grades 3-8.

The Dean of Students is a leadership role with school-wide scope to build proactive systems that support the learning and social-emotional needs of the student community, lead responsive behavior interventions, and guide the school's Social Emotional Learning (SEL) and Diversity, Equity, and Inclusion (DEI) programs. The Dean of Students also serves as the school's Special Education liaison, facilitating special-education communication and services with families and school district personnel. This includes a strong role in guiding families transitioning in and out of Park Academy, especially in regard to the transition to High School.

The position partners closely with the Head of School, Dean of Academics, Administrative team, and faculty to create an environment where students with language-based learning differences thrive academically, socially, and emotionally.

### **PRIMARY RESPONSIBILITIES**

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#### **STUDENT CULTURE AND COMMUNITY**

- Facilitate, design, and oversee implementation of the school's comprehensive approach to school culture, climate, and community, including the implementation of SEL curriculum and school-wide behavioral supports.
- Build proactive relationships with students across all grade levels, serving as a trusted and visible adult presence throughout the school day.
- Guide and facilitate positive behavioral support plans and intervention strategies in partnership with teachers and families.
- Oversee the planning and execution of school-wide events, assemblies, and capstone activities that build community and reinforce school values.
- Serve as the school's representative and advisor to the Park Academy Parent Group.
- Lead the school's DEI programs and initiatives, ensuring equitable practices across the school community.

## **STUDENT SUPPORT AND INTERVENTION**

- Provide proactive and responsive support services for students, including individual check-ins, conflict mediation, and crisis response.
- Serve as the first-response leader for behavioral and social-emotional concerns, coordinating triage and appropriate follow-through.
- Partner with grade-band teams and classroom teachers to identify patterns of concern and build early intervention strategies.
- Partner with parents and teachers to communicate student progress, concerns, and support strategies in a timely and constructive way.
- Oversee student transition processes, including onboarding of new students and 8th-grade transition planning to high school.

## **SPECIAL EDUCATION COORDINATION**

- Serve as the school's Special Education Coordinator, facilitating communication and coordination between Park Academy, families, and school district personnel.
- Attend IEP meetings as the school's representative and maintain accurate records of special education-related documentation.
- Provide academic and functional information for district evaluations and eligibility determinations.

## **PROFESSIONAL DEVELOPMENT AND PROGRAM LEADERSHIP**

- Plan and deliver professional development to faculty related to SEL, behavioral supports, and DEI initiatives.
- Partner with instructional leadership to align social-emotional and behavioral supports with academic programming and interventions.
- Participate in weekly administrative team meetings and contribute to school-wide planning and decision-making.

## **SECONDARY RESPONSIBILITIES**

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- Attend occasional off-hours events including open houses, back-to-school nights, parent-teacher conferences, and school promotional events.
- Supervise breaks, lunches, and passing times as needed or assigned.
- Prepare and present reports for the Board of Directors as requested.
- Support and implement school policy as related to both faculty and students.
- Undertake additional administrative duties as determined by the Head of School.

## **PROFESSIONAL QUALIFICATIONS**

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- Master's Degree in Counseling, Educational Leadership, School Psychology, Special Education, or a closely related field.
- Relevant Oregon licensure or certification preferred; out-of-state license considered.
- Minimum 3 years of experience in a school-based student support, counseling, or related leadership role.
- Experience with IEP management, special education processes, and planning.
- Demonstrated experience building school-wide behavioral support systems and SEL programming.
- Experience planning and delivering professional development.
- Deep understanding of dyslexia, dyscalculia, executive function, working memory, and their impacts on learning.
- Experience with instructional coaching preferred.

## **PERSONAL QUALIFICATIONS**

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- Relationship-first approach to working with students, families, and colleagues.
- Strong systems-thinking and ability to build proactive structures.
- Patient, warm, and calm presence, especially in moments of distress or conflict.
- Highly organized with strong follow-through.
- Collaborative and transparent communication style.
- Reflective professional practice and commitment to continuous growth.
- Genuine belief in the whole-child approach to education.
- Comfortable working in a small, dynamic school environment where flexibility and problem-solving are daily realities.

## **APPLICATION GUIDELINES/CONTACT:**

Compensation: Salary commensurate with experience. Medical, dental and vision insurance. 401 (k) retirement plan. Professional development support.

Resumes with a cover letter can be submitted directly to Cliff Poage via email at [cpoage@parkacademy.org](mailto:cpoage@parkacademy.org). For inquiries, you may reach Mr. Poage at 503.594.8800.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.