JOB TITLE: Assistant Dean of Students

LOCATION: Urban Pathways K-5 College Charter School – Pittsburgh, PA

REPORTS TO: Dean of Students and Student Affairs Coordinator

DIRECT REPORTS: None

EMPLOYMENT TYPE: Full Time, 10-Month

FLSA STATUS: Non-Exempt

OUR MISSION

To develop scholars and educators through targeted learning opportunities and evidence-based best practices.

OUR VISION

To holistically educate every scholar through creative and innovative culturally relevant instruction while fostering and engaging a diverse community.

POSITION OVERVIEW

Urban Pathways K-5 College Charter School is seeking a committed and culturally responsive educator to serve as the Assistant Dean of Students. This individual will work closely with the Dean of Students and Student Affairs Coordinator to support a safe, inclusive, and student-centered school environment. The Assistant Dean will provide hands-on behavioral and operational support to promote positive school culture and ensure scholars have the structures needed to thrive.

CORE RESPONSIBILITIES

Student Support & Culture Building

- Reinforce the school-wide behavior matrix and uphold school culture expectations
- Support restorative interventions, student check-ins, and daily behavior coaching
- Supervise common spaces (arrival, lunch, recess, dismissal) and ensure student safety
- Assist with restorative circles, mediations, and re-entry meetings
- Support implementation of Tier II/III behavior plans in partnership with the MTSS team
- Communicate with families regarding behavioral incidents, follow-ups, and support plans

MTSS Collaboration

- Assist in collecting and reviewing student behavior, attendance, and SEL data
- Collaborate with the MTSS team to implement Tier I interventions with fidelity
- Support intervention logistics and monitor student participation in assigned supports
- Participate in MTSS team meetings and behavior support planning

Operational & Daily Responsibilities

- Input student behavior data into PowerSchool and maintain accurate logs
- Track daily attendance and flag patterns that require follow-up
- Maintain hallway presence and serve as a first responder to behavior incidents
- Coordinate with school security and administrative staff as needed
- Assist with school safety drills, arrival/dismissal protocols, and culture initiatives

QUALIFICATIONS & COMPETENCIES

Required:

- Bachelor's degree in Education, Counseling, or a related field
- 2–3 years of experience working in a school or youth-serving environment
- Demonstrated success working with students from diverse backgrounds
- Basic knowledge of restorative practices, student discipline, and MTSS

Preferred:

- Experience in an urban K–5 school setting
- Familiarity with PowerSchool or similar student information systems
- Strong interpersonal, communication, and problem-solving skills

PERSONAL CHARACTERISTICS

- Calm, compassionate, and student-centered
- Team-oriented with a growth mindset
- Organized and detail-focused
- Committed to equity, consistency, and positive relationships

WORK DAYS & SHIFTS

Monday through Friday, daylight hours during school year and other scheduled work days

SALARY & BENEFITS

- Competitive salary commensurate with experience
- Comprehensive medical, dental, and vision coverage
- Enrollment in retirement system
- Professional development aligned with leadership growth

PHYSICAL REQUIREMENTS

- Must be able to stand, walk, and sit for extended periods
- Ability to lift, carry, push, or pull up to 25 pounds occasionally
- Ability to bend, kneel, crouch, and reach to support student needs
- Must be able to speak, hear, see, and communicate clearly in English

Urban Pathways K-5 College Charter School is an equal opportunity employer. We are committed to building a diverse team and encourage applications from all qualified individuals, regardless of race, religion, national origin, gender identity, sexual orientation, or ability.