



At EmerEAU, we illuminate to embark; we investigate to discover; we innovate to transform; we cultivate to sustain; we celebrate to thrive - realizing the potential within us - we graduate. E=i<sup>3</sup>c<sup>2</sup>g!

***Illuminate Investigate Innovate Cultivate Celebrate Graduate***

## **EmerEAU: Bladen Charter School**

### **Vacancy Announcement**

**Position:** Dean of Student Affairs  
**Terms of Employment:** Full-time (12 months)  
**Salary Range:** \$43,000- \$55,000 (pending experience and education level)

#### **Job Purpose**

Provide assistance to the total school with a focus of ensuring the smooth and efficient operation of student affairs and assisting with quality coaching and evaluation of teachers.

#### **Responsibilities**

- Discipline- Handle classroom and bus discipline situations, attend parent conferences with teachers if necessary, conference with students and parents about improper behavior.
- Assisting with staff observations- Complete one round of Beginning Teacher observations and other observations as needed, enter into NCESS and handle Pre-and Post- observation conferences.
- Parent/School Liaison-Communications- Work with Parents establishing an active PTO/PTA. Create ways to communicate with parents and work with counselors to create a Parent Library for helping students.
- Attendance Letters- Send attendance letters to parents and make contact with parents for habitual absences and tardies. This will include parent conferences and creating plans to improve attendance.
- Attend SAT meetings- Student Assistance Team meetings are held often, and occasionally we may need input from another administrator.
- Marketing Supervisor- Monitor Social Media Posts and make sure the website is staying up to date.

#### **Skills and Knowledge**

- Promotes the school's vision, mission and values
- Demonstrates commitment to the school and assigned position
- Exhibits behaviors that promote team concept
- Adheres to all policies, guidelines, federal and state laws
- Maintains confidentiality of the business of the school
- Follows instructions, responds to management direction and is receptive to constructive feedback to improve performance
- Possesses the ability to organize and prioritize multiple tasks
- Possesses a high-level of interpersonal skills, including the ability to multi-task and handle sensitive and confidential information
- Possesses excellent oral and written communication and active listening skills

#### **Minimum Requirements**

- Education degree
- Some type of advanced degree or license other than Bachelor's degree
- A minimum of 5 years experience in a school

**\*NOTE: Other duties as assigned by the Executive Director**

**\*To apply, complete the Employment Application found on website: [www.emereau.org](http://www.emereau.org). Send to [elizabethcole@emereau.org](mailto:elizabethcole@emereau.org)**

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