



UNIVERSITY LABORATORY SCHOOL

A Hawai'i Public Charter School

1776 University Avenue UHS #3-121, Honolulu, Hawai'i 96822

Telephone (808) 956-7833 Fax Number (808) 956-7260 Email: employment@universitylaboratoryschool.org

Dean of Students

University Laboratory School (ULS), a Hawai'i public charter school, is seeking a qualified candidate for the full time position of Dean of Students. The dean of students will assist the Principal and administrative team in the overall administration of the school functions, including but not limited to the development, implementation, organizational, alignment, and evaluation of our comprehensive education program, student support services, student discipline program, school success program, and other initiatives to improve the quality of education of all students at the ULS.

The duties of the dean of students include but are not limited to: communicate with families; address academic, behavioral, and social issues; implement and enforce the policies and procedures, statutory requirements, administrative rules and regulations; respond to and report on student issues and concerns; ensure student safety; schedule and participate in parent-teacher conferences as needed; monitor student growth and progress; plan and implement meetings with teachers; oversee the development of student success plans for all students; serve as a member of the administrative team; and other duties as assigned.

Minimum Qualifications:

- Master's degree in education, educational administration or leadership, counseling, or related field
- Professional experience with responsibilities for teaching, mentoring, and/or school administration in K-12 education
- Knowledge of and experience in implementing and evaluating effective classroom management, student-centered learning and cooperative/collaborative instructional strategies
- Knowledge of the principles, concepts, and issues of effective research-based practices in K-12 education and charter school administration
- Demonstrated ability to develop short- and long-term plans of action
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, individuals, students, parents, and teachers
- Ability to perform assigned duties in accordance with applicable guidelines, policies, and procedures
- Proficiency in Google Apps for Education Suite, and online meeting software
- Ability to effectively communicate orally and in writing to students, parents, administration, teachers, and the community in a professional manner

To apply:

Send a letter of interest indicating how you meet the required qualifications, resume/vitae, and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the names and contact information of three (3) professional references. Interested applicants must mail, email, or hand deliver required documents to the address listed below.

Application deadline: January 31, 2023 or until filled

Email:

employment@universitylaboratoryschool.org

Mail or Hand deliver to:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- Room 121
Honolulu, Hawaii 96822