



About Us

Okaloosa Academy Charter School is a tuition-free, public charter school within the Okaloosa County School District that focuses on providing opportunities for students to achieve greatness even under imperfect circumstances. We focus on providing a safe and caring environment where every child is valued and respected.

Commitment to Staff

Okaloosa Academy is committed to the growth and success of all staff, as they directly impact the success of the school. We hire talented, committed staff who embrace the school's mission and values, culture of transparency, and collaboration.

Staff and school leaders engage in continuous professional development in key areas such as curriculum, use of student performance data, and the essentials for rapid student achievement growth. We foster open communication and sharing of best classroom practices, because we believe strongly that staff excel when the whole school team excels.

Position Overview

The Dean of Students position assists in implementing programs to assure the academic and behavioral progress of students. The Dean of Students helps to achieve the mission of the school and the School Improvement goals while demonstrating leadership, initiative, and collaboration with colleagues and supervisors. This position acts as a resource to teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school culture.

Position Responsibilities and Objectives

- Keep accurate daily records and maintain required data for all students referred for disciplinary reasons
- Responsible for overseeing the enforcement of the student dress code and serve as a professional role model by wearing school uniform or other professional clothing and maintaining a professional personal appearance
- Provide leadership in enforcing the Student Code of Conduct and maintaining appropriate classroom behavior/discipline
- Assist site facilitator in implementing attendance policies and procedures
- Supervise student arrival, breaks, and departure from campus
- Responsible for establishing and maintaining appropriate student discipline and recommending consequences for discipline infractions

- Keep administrator informed of major disciplinary infractions and actions recommended
- Analyze data and provide assistance with administrative operations in the office as needed
- Contribute toward a safe environment for learning, including ensuring that student conduct is maintained and discipline is enforced fairly and consistently, and assist in updating and implementing the required annual school safety report
- Perform other services/duties/responsibilities as assigned by the Director
- Be a contributing member of the school's team
- Maintain confidentiality within all facets of the position
- Have and demonstrate the inherent belief that all students can achieve academic success regardless of their circumstances
- Believe in the notion of growth mindset and apply that to students and self on a daily basis
- Work relentlessly to meet high expectations for students and self by consistently working to improve as a professional and colleague
- Build close connections with students, families, and community and fully participate in all aspects of school life
- Actively participate in professional development activities on and off campus to foster professional growth

Qualifications

- Bachelor's Degree from an accredited institution
- Minimum of 3 years experience and demonstrated ability working in education and/or law enforcement
- Physically, mentally, and emotionally capable of performing required tasks and duties essential to the position
- Demonstrated knowledge, ability and commitment to students' educational and behavioral progress

Salary & Benefits

Salary amounts are set annually by the Board of Directors. This position is eligible for a full benefits package plus paid vacation time.

It is the policy of this charter school not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. It is also the policy to hire only U.S. citizens and aliens lawfully authorized to work in the United States. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment. Charter Schools are public schools operated by a not-for-profit corporation under the sponsorship of the local school district. Charter school employees are under the direct authority of the school's administrator and the school's corporate board of directors.