ROBERT SMITH

Dean of Students III

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Working in a high-poverty school and passion for quality educational environments to help people get high quality education and complete college.

EXPERIENCE

Dean of Students III
IMAGINE CLAY AVENUE COMMUNITY SCHOOL - JUNE 2012 – 2019

- Administers disciplinary procedures in accordance with school policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; handles student discipline referrals from staff; serves on discipline task forces as assigned.
- Collaborates with the staff in the enforcement and implementation of the rules and other regulations of the student code of conduct to effect positive student behavior in the school.
- Maintains discipline records of incident and action taken.
- Utilizes DASL programming system to report discipline data to school board and state on a monthly basis.
- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk and/or high needs students in a high-poverty charter school.
- Works with the principal to establish a safe and secure learning environment for students.
- Implements plans for emergency situations in collaboration with other administrators and staff.

Dean Of Students
ABC Corporation - 2008 – 2012

- on the morning of the Columbine school shooting.
- Was part of the response team to help the students process the after math.
- Was assigned to a residential house to work with special needs adults, trying to return to their home after being hospitalized for mental health issues.
- Was responsible for teaching them life and learning skills.
- Also started working on my second Masters degree.
- Dec 2000- Jun 2002 Brighton Charter School Dean of Students 60 hours a week 1931 E.
- Bridge St, Brighton, Co 303-655-0773 Supervisor Chris McCandless $42,000 annual.

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EDUCATION

- Master of Organizational Leadership in Organizational Leadership - (Lourdes University - Sylvania, OH)

SKILLS

Microsoft office, Google Docs, Publisher, Publisher, Microsoft word.