

Job Description

Secondary Dean of Students

Our Mission:

To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

ISP Child Protection Policy Statement

Schools strive to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and social development. Child abuse and neglect are of growing concern in schools throughout the world.

The International School of Panama, in keeping with our core beliefs and mission statement, has adopted a Child Protection Policy that will empower students, families and staff in matters related to the health, safety and care of children in attendance at our school.

This Child Protection Policy is the school's commitment to do our utmost to prevent and protect children from abuse. It is a statement of intent that demonstrates the school's commitment to safeguard children from harm and makes clear to all its members what is required in case of a known or suspected case of abuse. All ISP faculty, staff, and employees, as well as all students, parents and other relevant community members and service providers associated with the school (the "ISP Community"), have a legal obligation to report suspected incidences of child abuse or neglect

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whenever they have reasonable cause to believe that a child has suffered or is at risk of suffering any type of abuse regardless of the location where the abuse takes place.

You can find detailed information on our Child Protection Policy at isp.edu.pa

Secondary Dean of Students at ISP

The Dean of Students works in close collaboration with the Secondary School Principal and Assistant Principals to support a safe, inclusive, respectful, and accountable student culture across Grades 8–12.

The Dean provides day-to-day leadership and coordination for student behavior, attendance, engagement, and tiered behavioral intervention within established school expectations and policies. Taking a proactive and developmental approach, the Dean balances clear expectations and accountability with intervention, restoration, mentoring, and opportunities for student growth.

As a highly visible and accessible presence, the Dean works across the school community to ensure student support is coordinated, consistent, and responsive to student needs.

Role within the Secondary Leadership Structure

The Dean works as a key partner to the Principal and Assistant Principals in supporting students and strengthening school culture. The Dean provides day-to-day leadership, intervention, and follow-through within their areas of responsibility while collaborating with the Principal and Assistant Principals on significant or complex matters requiring formal administrative action.

- **Reports to:** Secondary School Principal or designee
- **Collaborates closely with:** Secondary Leadership Team, Student Services Team, Counseling Team, Belonging Team, Faculty

Responsibilities: (Including but not limited to)

Student Culture, Behavior & Attendance

- Support consistent implementation of Secondary School expectations and behavior systems across Grades 8–12.
- Address student behavior concerns requiring support beyond classroom-level intervention and implement established consequences and interventions within school guidelines.
- Facilitate restorative conversations, conflict resolution, reflection, and re-entry processes.
- Monitor attendance, tardiness, behavior, and engagement; identify patterns and coordinate targeted follow-up.

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- Work proactively with students, families, teachers, counselors, and administrators to address recurring concerns.
- Maintain a visible and approachable presence throughout the school day, including arrival, transitions, breaks, lunch, assemblies, and dismissal.
- Promote student belonging, responsibility, voice, leadership, and positive contributions to the school community.
- Serve as a member of the K-12 Belonging Task Force.

Student Support & Tiered Intervention

- Serve as a standing member of the Secondary Student Support Team (SST) and contribute to the collaborative identification and support of students requiring additional intervention.
- Coordinate Tier 2 behavioral, attendance, and engagement interventions across Grades 8–12.
- Develop and monitor intervention plans, mentoring, check-in/check-out, goal-setting, reflection, and other targeted supports identified through the SST process.
- Monitor student progress and collaborate with the SST to adjust, intensify, or transition supports as needed.
- Contribute to the development, coordination, and progress monitoring of Tier 3 plans for students requiring intensive individualized support, in collaboration with administrators, counselors, Student Services, families, and other relevant specialists.
- Coordinate with teachers, Athletics, Activities, and families to ensure interventions are implemented consistently across settings.
- Ensure behavioral interventions complement rather than duplicate counseling, learning support, and academic intervention services.

Data Analysis & Systems

- Analyze attendance, tardy, behavior, referral, and intervention data to identify individual, grade-level, and schoolwide trends.
- Develop and maintain effective spreadsheets, trackers, dashboards, and progress-monitoring systems.
- Integrate quantitative data with teacher feedback and other relevant information to identify emerging concerns and evaluate student progress.
- Provide concise data analysis to the Secondary Leadership Team and SST to inform interventions and broader decision-making.
- Monitor the effectiveness of student-support systems and recommend improvements.
- Maintain accurate, current, and confidential student-support documentation.

Collaboration with Faculty & Families

- Support teachers with student behavior, engagement, restorative practices, and intervention strategies.
- Maintain clear processes for documenting concerns and requesting additional student support.
- Communicate proactively with families regarding recurring concerns, interventions, progress, and next steps.
- Facilitate student and family conferences as appropriate.
- Identify patterns that may indicate opportunities for additional staff support or professional learning.

Scope of Responsibility

Within established school expectations and policies, the Dean may address routine and recurring student concerns; implement established consequences and interventions; facilitate restorative and family conferences; coordinate Tier 2 behavioral, attendance, and engagement interventions; contribute to collaborative Tier 3 planning and progress monitoring through the SST; and monitor and analyze student data.

The Dean works collaboratively with the Principal or appropriate Assistant Principal when matters require formal administrative action, including significant disciplinary decisions, suspensions, Good Standing determinations, significant safety or safeguarding concerns, policy decisions or exceptions, and complex student or family matters. Teacher supervision, evaluation, and performance management remain the responsibility of school administrators.

What you will do: Day-to-day tasks:

The Dean may regularly:

- Review and analyze student behavior, attendance, and intervention data.
- Respond to student referrals and follow up on recurring concerns.
- Conduct student-family conferences, restorative conversations, and conflict mediation.
- Check in with students receiving targeted support.
- Coordinate SST interventions and progress monitoring.
- Communicate with teachers, counselors, administrators, and families.
- Maintain student-support documentation and data trackers.
- Provide visible student supervision and presence throughout the school day.
- Complete additional duties and responsibilities assigned by the Secondary School Principal.

What you bring: Characteristics this candidate needs to possess to excel in this position.

The successful Dean of Students:

- Builds strong relationships with adolescents while maintaining clear expectations and accountability.
- Balances compassion, consistency, and high expectations.
- Demonstrates sound judgment, discretion, and confidentiality in complex student situations.
- Remains calm, responsive, and solution-oriented during conflict or high-pressure situations.
- Is highly visible, approachable, proactive, organized, and reliable.
- Communicates and collaborates effectively with students, colleagues, and families.
- Thinks analytically and uses evidence and patterns to inform decisions and recommendations.
- Demonstrates strong attention to detail and follow-through.
- Works effectively within a diverse international community.
- **Social Emotional Learning, Wellness and Student Leadership:** As an integral part of The International School of Panama, we are committed to fostering a nurturing and inclusive environment that values character development, social-emotional learning (SEL), wellness, and student leadership. We are seeking individuals who not only possess the necessary qualifications for the role but also bring a deep understanding and experience in promoting SEL, wellness initiatives, and facilitating student leadership development. Successful candidates will actively contribute to our mission of empowering students to thrive academically and personally by incorporating these topics into their work.

Qualifications: Necessary skills, knowledge, and experience to perform the job.

Required

- Bachelor's degree in Education, Counseling, Educational Leadership, Psychology, or a related field.
- Significant experience working with middle and/or high school students.
- Demonstrated experience supporting student behavior, attendance, school culture, or student intervention.
- Strong interpersonal, communication, organizational, conflict-resolution, and problem-solving skills.
- Strong spreadsheet skills and demonstrated ability to organize, analyze, interpret, and communicate student data.
- Ability to exercise sound professional judgment, discretion, and confidentiality.
- Commitment to inclusive, restorative, and student-centered practices.

Preferred

- Master's degree in Educational Leadership, Counseling, Student Services, Psychology, or a related field.
- Experience in a Dean of Students or comparable student-support leadership role.
- Experience working across both middle and high school grade levels.
- Training or experience in restorative practices, PBIS, MTSS, behavior intervention, or similar frameworks.
- Experience designing and monitoring Tier 2 interventions and student-data systems.
- Experience within an international or culturally diverse school community.
- Professional proficiency in English and Spanish.

Please confirm the date when this job description was last updated:
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