



Dean Job Description

SCHOOL SUMMARY

The Native American Community Academy (NACA) is a free, public charter school within Albuquerque Public Schools (APS) that **integrates culture, wellness, language, community, family, and preparation for college** into each child's education. Our philosophy is grounded in both Native American traditions and a rigorous, modern approach to academics. We require excellence from our students, dedication from our teachers, and commitment from our parents.

Employment at NACA is an amazing opportunity for educators who want to make a difference in an innovative setting. NACA Elementary will be the first of its kind in Albuquerque that ensures our students our secure in their identity, academically prepared, and healthy. Working at NACA means becoming part of a larger community and moving beyond the traditional field of education in a diverse and welcoming setting. Our school aims to develop students who not only excel academically, but who have the opportunity to integrate the school's core values.

NACA, currently, serves students in grades Kinder-4th and 6th-12th. NACA's student body is diverse with many cultural and ethnic backgrounds represented, including students from more than 37 different tribes. Students of all backgrounds are welcome at NACA.

POSITION SUMMARY

There are two NACA deans, one for the high school campus located at Central New Mexico Community College and one for NACA's main campus serving grades 6-8. The dean's primary job is to create and maintain a safe and inviting campus for all NACA students and families as guided by the NACA Core Values. This includes using the student policy handbook and a restorative justice framework to address discipline issues as they arise, and reporting on discipline updates and overall discipline data trends to teachers and administrators in order to continually improve the relationships between students and students and teachers/staff.

DUTIES and RESPONSIBILITIES

- Using a NACA Accountability and Reconciliation (NAR) framework based on a restorative justice foundation, work with the Head of School to respond in a timely manner to any discipline issues that arise in classrooms and on campus.
- Design and review student behavioral contracts
- Oversee in campus school suspension (ISS).

- Oversee Saturday school when needed.
- Co-lead the NAR team to refine NACA approaches to restorative justice and discipline based on data-driven decisions.
- Attend weekly discipline meetings and report out on instances of discipline and overall trends, including providing weekly written reports of total number of referrals by offense, teacher, outcome to senior leadership.
- Provide discipline status updates at whole staff PD when needed.
- Demonstrate the NACA Core Values and NMPED Professional Ethics for profession.
- Follow the NACA Nutrition policy during school hours and all NACA events and school activities.
- Attend at least one NACA Community or Community Partner event per quarter.
- As part of an administrator team, attend community events to ensure safety for NACA community.
- Participate in duties as assigned to ensure all NACA Activities have an administrative supervisor (i.e. dances, games).
- Attend Operational Leadership Team (OLT) meetings.

DESIRED QUALIFICATIONS

- Bachelor's or higher in education or related field.
- 3 or more years experience handling discipline using a restorative justice framework.
- Commitment to a high level of collaboration and problem solving on a daily basis.
- Commitment to build high levels of respectful communication in relationships with students, peers, and school administrators.

CERTIFICATES and LICENSES:

- Mandatory background in education/working with youth.
- Desired New Mexico teaching license or willingness to attain one.
- Desired New Mexico administrator license or willingness to attain one.

SUPERVISION RECEIVED:

Is under the direction of the NACA Head of School at the relevant campus and the Executive Director of NACA.

COMPENSATION and BENEFITS:

Salary for this position is competitive and depends on prior experience and certification. In addition, a comprehensive benefits package is included

COMMITMENT to DIVERSITY:

NACA seeks individuals of all ethnic and racial backgrounds to apply for this position, particularly those with a demonstrable and deep commitment to Native American communities and students. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

CONTACT INFORMATION:

For more information, please contact Zell Humetewa 505-266-0992.

To apply, please [download an application here](#), complete and send the application, along with your resume/CV and a short letter of interest to humetewa_a@nacaschool.org.