



**DEAN OF STUDENT PROGRAMS  
VALLEY OAKS CHARTER SCHOOL**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

As assigned

**ESSENTIAL FUNCTIONS:**

1. Supports the daily operation of Valley Oaks Charter School (VOCS) by coordinating student discipline, athletics, clubs and student activities, campus supervision, and selected facilities functions.
2. Works collaboratively with administrators, staff, students, and families to maintain a safe and organized campus, coordinate programs, promote positive student engagement and school culture, and resolve issues.
3. Serves as a member of the school leadership team and plays a key role in supporting extracurricular programs, coordinating student events, and ensuring smooth campus operations across school activities and athletics.
4. Administers and coordinates processes related to student supervision, conduct, and discipline in accordance with school policies and applicable laws.
5. Responds to student disciplinary referrals, gathers information, meets with students and staff, and determines appropriate interventions or consequences.
6. Communicates with parents and guardians regarding student behavior concerns and disciplinary actions and serves as a liaison between the school, families, community partners, and outside organizations regarding student activities and athletics.
7. Maintains documentation and records related to student conduct and disciplinary incidents.
8. Assists with campus supervision during the school day, including monitoring lunch periods, passing periods, and other high-traffic times to ensure student safety and appropriate behavior.
9. Supports campus safety efforts and assists administration in maintaining a safe and orderly school environment.
10. Coordinates and oversees the school's athletic programs, including communication with coaches, students, and families.
11. Serves as liaison between the school, coaches, parents, and outside athletic organizations, including the California Interscholastic Federation (CIF) where applicable, and ensures athletic programs operate in compliance with CIF rules, eligibility requirements, and school policies.

12. Supports scheduling of athletic practices, competitions, transportation, and facility use.
13. Assists with monitoring student athlete eligibility and grade checks in accordance with school and CIF requirements.
14. Supports recruitment, onboarding, and supervision of volunteer and stipend-based coaches.
15. Coordinates and supervises school-sponsored clubs and extracurricular organizations ensuring student clubs operate in compliance with school policies and procedures.
16. Supports student leadership opportunities and encourages student involvement in school programs.
17. Coordinates student events such as assemblies, rallies, performances, dances, and special activities.
18. Maintains and manages the school activities calendar.
19. Assists with scheduling and coordinating facility use for TK - 12 school activities, athletics, enrichment days, and special events.
20. Works with maintenance and administrative staff to ensure spaces are safe and prepared for events and programs.
21. Coordinates event logistics including equipment needs, setup, and scheduling of spaces.
22. Supports the planning and coordination of large campus events and schoolwide activities.
23. Attends school activities, athletic events, and student programs to support student participation.
24. Encourages a positive school culture through student engagement, activities, and extracurricular opportunities.
25. Works collaboratively with staff to support student success and promote school spirit.
26. Performs adjunct duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:
  1. Knowledge of student discipline procedures and behavior management practices as well as principles of effective communication and conflict resolution.
  2. Knowledge of organization and coordination of student activities and athletic programs.
  3. Knowledge of applicable state and federal laws as well as school policies and procedures related to student supervision, conduct, and campus safety.
  4. Knowledge of California Interscholastic Federation (CIF) rules and eligibility requirements.

5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to communicate effectively with students, staff, parents, and community members.
2. Manage multiple programs and responsibilities simultaneously.
3. Analyze student behavior situations and determine appropriate responses.
4. Coordinate school events, athletics, and extracurricular activities.
5. Maintain accurate records and prepare reports as necessary.
6. Establish and maintain positive working relationships with staff and students.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Must possess an Administrative Services Credential or be eligible for an administrative preliminary intern, or waiver credential and obtain and maintain the credential upon receiving job offer.
2. Must possess a valid California teaching or pupil services credential.

B. Experience:

1. Successful experience working in a school setting.
2. Successful experience coordinating athletics, student activities, or student discipline systems.
3. Experience working with CIF or other athletic governing bodies.