

EQUIPO ACADEMY

EAST LAS VEGAS COLLEGE PREP

Hiring Timeline, Dean of Students, 2025-2026

Link to the [Job Description for Dean of Students](#)

Wednesday March 5, 2025	Job opening announced
By Friday March 7, 2025	Application directions including job description and prework posted on the allteam, on notion, and on the website
Thursday, March 13, 2025 3:30-4:15 in room 104	Information session with Anna and Emily for Q&A about the role <i>Note: Grade levels will not meet so that any interested staff can attend. All staff are welcome, particularly if you are interested in Equipo's leadership structure as a whole.</i>
Monday, March 24, 2025 by 5 p.m.	Candidate submits prework to emily.bassier@equipoacademy.org (see details below)
<i>Candidates not completing tasks or withdrawing from consideration at this point are removed from the applicant pool.</i>	
To be scheduled during PD week from March 25-28	Each candidate participates in at least one ~60-minute one-on-one interview with members of the leadership team. In interviews, the candidate engages in several role-play scenarios addressing common student and colleague interactions related to their role. Note: Prep work for the interview will be sent to each candidate.
April 2-4, 2025 Time: TBD	Top candidates participate in focus groups with staff, students, and families
<i>The leadership team meets to select the leading candidate and prepares a draft recommendation to the board chair and offer letter.</i>	
By Friday, April 11, 2025	Recommendation to board and offer presented to leading candidate
By Tuesday, April 15, 2025	Decision announced to the full team

Pre-work for Application

Senior Leadership Team members at Equipo Academy are responsible for setting a vision for their work and implementing a plan to turn that vision into reality for our students and families. The Dean of Students will need to create a vision for 2025-2026 and beyond and set short-term and long-term goals. This vision is informed by reflection, data analysis, stakeholder input, and research of other organizations and best practices within the field of education. Vision work is challenging and requires both exciting, big picture thinking and strategic, detailed planning. This is the starting point for everything we do in a given school year.

Your Tasks:

1. Create a **SWOT Analysis (Strengths-Weaknesses-Opportunities-Threats)** of Equipo's current student culture. Think broadly about culture in terms of students' sense of belonging, engagement in academics, and restorative justice. You are welcome to talk to Equipo stakeholders (students, families, and staff) as part of your SWOT Analysis. One resource you might consider for best practices is the [Opportunity Makers report from TNTP](#). The current leadership team has studied that report as we plan for 2025-2026. You may also request access to any school-wide data by contacting Emily Bassier (emily.bassier@equipoacademy.org).
2. Create a **vision for the first 30 days of your work as Dean of Students**. This would include the planning time with the other members of the Leadership Team, orientation for new staff and August professional development week for returning staff, student orientation (typically four days in August), and the crucial first two weeks of classes.
3. Create a **plan to show the action steps** you would take during those first 30 days to achieve your vision. Include actions for each of the relevant stakeholders including other members of the Leadership team, new staff, returning staff, families, and students.
4. Please submit a **cover letter and current resume**.

Your Choices: You may present these tasks in whatever format will best communicate your vision. Previous candidates have submitted written responses, tables, slide shows, graphic organizers, etc. Please ensure that your materials are viewable by anyone at Equipo Academy, so either a shared file or a PDF that can be emailed, printed, and reviewed.

Additional Guidance:

- Visions should be inspirational, but also include specific goals that are ambitious and feasible.

- Wherever team members see the opportunity to go further or think differently about an area of their responsibility, they look to stakeholders, partners, and pacesetters for inspiration.
- Wherever emerging visions require additional budgetary resources, leaders identify existing expenses that will be reduced or identify new grants or funding opportunities.
- The most frequent challenge and limiter to grand visions is the one resource that is most challenging to find more of: time. The limits of time require critical thinking about a limited set of goals that will have the most significant impact in realizing the broader vision.
- Once a vision is set, leaders work on specific, detailed planning about how they will use their time and other resources to achieve their goals.
- Leaders think in advance of the positive ways in which they will celebrate progress towards a goal or vision, as well as the problem-solving steps they will take towards stalled progress or backwards trends that may occur in any initiative.
- You may discuss spring/summer pre-work for the year in addition to your first thirty days plan, but the first thirty days must include the first thirty days of the school year. (ie, describing work you would do during twenty days of the summer should not mean you only include ten days of the actual school year.)
- Candidates are welcome to consult with colleagues, outside organizations, any and all resources, but the final shared work must be the candidate's own.
- General questions about this task may be sent to Emily Bassier (emily.bassier@equipoacademy.org) and answers will be shared with the full applicant pool to ensure any additional information provided is available to all.
- All submitted materials including cover letters, resumes, and pre-work tasks will be shared with all members of the school team (staff, students, and families) participating in the interview process.
- **Any applicants who have not completed this task and returned it following the email instructions by 5 p.m. on Monday, March 24, 2025, will be considered to have withdrawn from the applicant pool.**