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| Job Title: | ELEMENTARY DEAN OF STUDENTS | Reports to: | Principal |
| FLSA status: | Non-Exempt | Supervisor duties: | none |
| Classification: | Classified | Approved on: | 10/13/2020 |
| Position Summary: | This position works with the building Principal to instill a climate in the school that is conducive to student learning emphasizing mutual respect and safety. Promotes good attendance rates. Identify students with attendance issues or disciplinary problems and addresses those issues with parents to create a positive outcome. Conduct follow up to referrals from staff pertaining to student conduct and discipline. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Student discipline as directed by the building principal
- At-risk counseling
- Manage student supervision issues and enforce school behavior
- Assign student discipline I.E. verbal warnings, in school suspension
- Parent/Guardian contacts as needed
- Monitor student behavior: before school, passing between periods, Playground, after school
- Supervise and monitor bus ramp as scheduled
- Discipline statistic recording and reporting
- Assist in the planning, development and implementation of individual student behavior plans.
- Assist in developing and implementing programs to promote positive student behavior as well as intervention strategies.
- Assist in writing grants that are related to student management
- Develop appropriate drug and alcohol intervention strategies.
- Participate in watch group.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to relate well with students
- Familiarity with Navajo language and culture preferred
- Good written and oral language skills in English
- Ability to maintain accurate records in writing and on a computer
- Skills in behavior management techniques
- Ability to communicate effectively and resolve conflict

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- AA degree or 60+ college hours preferred or
- Passing score on Parapro Test
- Experience in discipline and/or counseling
- Such alternatives to the above qualifications as the board may find appropriate and acceptable

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along

with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.