

Job Title:	<b>DEAN OF STUDENTS</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non - Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
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:**

- Enforce and reinforce student conduct consistent with building and district policies as well as state statutes.
- Understand and apply due process in a considerate and dignified manner.
- Communicate with students, staff and parents in a positive and professional manner.
- Able to promote high expectations, demonstrate a caring attitude and establish an environment that supports high achievement in students.
- Uses positive and productive techniques for improving student behavior.
- Works collaboratively with parents and staff
- Advocates for the school its staff, students and programs.
- Reports regularly to parents using a variety of strategies and is responsive to parental concerns.
- Enforces school rules, manages student behavior, and maintains accurate records of student attendance, conduct and academic performance records.
- Actively participates as a team member during meetings with faculty, staff and administration in reaching educational goals. Work with coordinators and specialists to create and maintain district wide professional growth opportunities.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated ability to motivate youth to work to meet high expectations
- Experience with personalized student advising and motivation skills
- Exceptional interpersonal and communication skills with students and parents, written and oral
- Positive experience in working closely with parent and/or community groups
- Willingness to go "above and beyond" to support students in achieving academic goals
- Commitment to continued personal and professional growth
- Willing attitude to be a part of the school team; strong sense of professionalism skills
- Management and organizational ability, common sense, motivation, positive attitude
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- AA Degree and work in related field
- Experience providing training and support for both teachers and students
- A minimum of three (3) years successful field experience

**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.*