

DEAN OF STUDENTS

Reports to: K-12 Principal

FLSA Designation: Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

PRIMARY PURPOSE:

Under the direct supervision of a School Principal, to assist administrators, teachers, parents and students in resolving student attendance, behavioral and disciplinary problems in a consistent manner.

ESSENTIAL FUNCTIONS:

- Assist teachers, parents and students in resolving non-academic student issues in the school, such as behavioral problems.
- Maintains records of any student disciplinary actions taken in accordance with applicable laws and regulations, and District policies.
- Confers with parents, teachers, support services personnel and students on matters of discipline and problem solving.
- Provides mentoring services to students and consultation services to parents.
- Reports to administrators, teachers, school attendance staff, parents, and students relative to issues affecting student performance.
- Recommends appropriate programs for students to assist them with behavioral problems.
- Instructs and advises students regarding their responsibility to adhere to school rules and policies, to foster a safe school environment, and to respect other individuals and property.
- Assists in arranging for appropriate tutorial instruction related to assigned academic work.
- Assists administrators, teachers, and school attendance staff in addressing student attendance problems.
- Assists in the administration of the In-School Suspension Program and co-curricular activities.
- Arranges meetings as directed with students, parents, teachers, and administrators regarding disciplinary problems in school.
- Counsels individual students as needed and makes appropriate referrals for testing, guidance or other services.
- Coordinates with community and government agencies relating to drug and alcohol abuse, truancy, and other conduct.
- Assists in developing policies and practices to assure building security and safety.
- Assists in the preparation of student expulsion hearings.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- Ability to write reports and business correspondence.

- Ability to effectively present information and respond to questions from staff, parents, and the general public.
- Ability to communicate clearly and concisely both in oral and written form.
- Excellent organizational skills to provide effective administration.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the high school.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, fax, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.