

ELIDA BOARD OF EDUCATION

JOB DESCRIPTION

LOCATOR INDEX: 109

Title: Dean of Students

Reports to: Principal

FLSA Status: Exempt

Description: Establish a safe, structure learning environment for all students; establish a sound and fair relationship with all students; assist the building principal and any assistant principals in all aspects of running the building; coordinate student attendance

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students.
- Assist in the administration of the Student Code of Conduct.
- Monitor daily operation of student attendance – including daily attendance, tardiness, truancy, filing court reports, etc.
- Processing the day-to-day minor infractions.
- Help investigate and manage complex behavioral, bullying, and other conflicts/issues between students.
- Refer significant issues/problems to building principal.
- Help monitor lunches.
- Assist in the supervision of students.
- Manage school bus referrals.
- Direct Tuesday/Thursday school (after school detention).
- Before and after school supervision as needed.
- Participate in building meetings and in-service programs.
- Maintain and respect at all times confidential information.
- Interact in positive manner with students, staff, and parents.
- Respond to routine questions from students, staff, and parents in an appropriate and timely manner.
- Assist in any emergency situations that arise.
- Perform other duties as assigned by the building principal or superintendent.

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Instill in students the belief in and practice of ethical principles and democratic values.
- Assist in the coverage of athletic and other extra activities as needed.
- Assist with substitutes and in-house coverage of positions.

Qualifications:

- Valid Ohio Teacher's License
- Valid Ohio Administrator's license (preferred) or working on classes to obtain certification

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic first-aid and CPR
- Motivational skills
- Computer knowledge and skills

Equipment Operated:

- Computer
- Phone
- Various Other Office Equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions – must be prepared to come to work on all scheduled work days except calamity days
- Occasional interaction with unruly children and irate parents.
- Occasional weekend/evening work

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Board Adoption Date: _____

