



**CLASSIFICATION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Dean	Department: Teaching & Learning	Bargaining Unit: Teachers
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Building Principal, the Dean represents a broad grouping of different positions responsible for providing building program support and assistance in the implementation and coordination of building programs, services, policies and procedures. Representative duties may include such duties as: overseeing and implementing student management services and disciplinary issues; assisting in professional development of staff; coordinating and overseeing school records, transcripts, and data report; providing academic and career guidance; implementation and coordination of student testing and assessments; planning and implementing course registration and formulation of the master schedule; and other program assistance as delegated by the Building Principal. This classification differs from that of an Assistant Principal's primarily in that Deans are not required to have administrative licensure and do not engage in the observation or evaluation of licensed staff.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, implements and coordinates student management services within the building.
 - a) Oversees student attendance. Investigates reasons for student absences. Contacts parents to discuss situations. Determines appropriate consequences or interventions to address issues or concerns.
 - b) Addresses individual student behavioral issues. Determines the nature of the incidents, determines appropriate consequences for behaviors and how best to handle behavioral issues and/or incidents in accordance with district/building policies and procedures.
 - c) Collaborates and works with staff to determine more effective interventions or strategies to address behaviors in the classroom or deal with individual student issues.
 - d) Participates in and develops schedules for lunchroom and hallway student supervision and monitoring
 - e) Coordinates some staff development activities.

- Assists the Principal in coordinating student registration, student enrollments and in planning staffing, course offerings, assignment of classrooms and teachers in the development of the Master Schedule. Works with students to adjust schedules, as needed. Coordinates the maintenance of student cum folders and records.

- Provides academic guidance.
 - a) Meets with students individually or with their families to review transcripts, high school plans, needed courses, etc.
- Plans, coordinates and implements the testing calendar.
 - a) Plans for and coordinates various assessment and testing instruments including MAP, MCA, PLAN, PSAT, ACT, ASVAB, etc.
 - b) Monitors and sets up equipment for each testing session.
 - c) Ensures students meet MN testing requirements.
 - d) Informs staff members of procedures and access to test scores, their meanings and security procedures.
 - e) Assist the Building Principal in the preparation of various state reports and information (i.e. Carl Perkins, testing information, MN Common Course Catalog, etc.).
- Coordinates and attends all Student Assistance Teams to discuss, identify and plan appropriate interventions to assist students with various academic, attendance, behavioral, social or emotional issues. Works closely with students of concern and collaborates with parents to determine if interventions are warranted.
- Performs a variety of public relation functions.
 - a) Participates and works closely with parent organizations, parent meetings, and or requests for information.
 - b) Serves as the primary spokesperson concerning building level issues.
 - c) Serves as a liaison between building level personnel and district administration.
- Facilitates and supports professional/staff development with the support of various committees.
- Assists the Building Principal in facilitating communications with staff, students, teachers, parents and other stakeholders.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.
 - c) Attends special events held to recognize student achievement or school sponsored activities, functions or events.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Attendance Clerk, Supervisory paraprofessionals, Guidance Secretary

Total:

0-3



EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Education
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Curriculum, instruction, and learning principles, concepts, theories, approaches, techniques, and trends as well as State, federal and local requirements and standards. • Fundamentals of career and guidance counseling including college admission policies and procedures, state and college testing requirements and state data reporting requirements. • District discipline policies and administrative policies, procedures and standards. • Human relations concepts, principles and techniques. • Fundamentals of curriculum development, research and evaluation principles. • Knowledge of instructional technology. • Understanding of testing, statistical analysis and assessment procedures, processes and techniques. • Knowledge of district student information systems and standard business productivity software (i.e. word processing, spreadsheets, presentational software, browsers, email, etc.).
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years teaching experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's license in the State of MN. Teaching Licensure.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Ability to work closely and positively with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; knowledge and sensitivity to diversity issues. • Coordinating, implementing, monitoring, and reporting a host of building standardized assessment and testing formats. • Planning, decision making and judgment in applying, interpreting and applying student management activities in accordance with district/building policies and procedures. • Coordinating the preparation of building reports. • Guiding, counseling and assisting student with post graduation plans and academic guidance. • Planning and overseeing building registration, enrollment, course scheduling and the 	



- facilitating the formation of the Master Schedule.
- Planning, implementing and coordinating special projects as delegated by the Principal.
- Ability to write reports, writing and using and applying professional/technical concepts, principles and terminology.
- Facilitating, leading, or serving on a variety of building committees.
- Serving as a resource to parents, students and teachers in addressing problems and issues concerning student discipline, attendance, tardiness
- Considerable skill in improving the climate of a school by increasing student achievement, and preventing disciplinary problems.
- Excellent organizational, and verbal, written and listening communication skills.
- Demonstrated leadership and collaboration skills.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Duties are generally performed in a typical school office/setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:
 Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature _____ **Date** _____

Classification History:
 Prepared 4/2015 by BCC