



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title:** Administrative Dean, Middle School

**Reports to:** Principal

**Work Year:** 208 days

**Benefits:** Eligible to participate in District medical, dental, and vision insurance.

**Purpose of Position:** Under the direction and supervision of the principal, the Administrative Dean assists in the development and implementation of discipline procedures and protocols as well as student engagement and attendance.

**Employment Status:** 1.0 Full Time Equivalent

### **Essential Functions**

- Provides significant leadership in developing, implementing, and evaluating the school-wide student engagement/discipline program.
- Assists in coaching teachers and setting parameters for removal of students from the instructional setting.
- Collaborates with principal(s) and leadership team(s) to design and implement professional learning opportunities specifically related to student behavior and student engagement.
- Fosters shared accountability by all in holding high expectations for student success and an inclusive learning environment.
- Takes timely action on teacher referrals for student discipline.
- Promotes collaborative problem-solving and creativity to involve families in their student's education.

### **Non-Essential Functions**

- Assists the principal in engaging the community's diverse interests and needs, and developing community resources to meet those needs.
- Assists in establishing school-wide norms for behavior.
- Assists in administration of the school-wide attendance program.
- Prepares reports for the staff regarding teacher referrals.
- Fosters a positive and collaborative staff culture based on respect and trust.
- Supervises and evaluates staff members as assigned.
- Conducts regular classroom visitations.
- Values and embraces the rich cultural and linguistic diversity of staff, students and their families.
- Ensures a positive school climate and strong sense of security amongst students and staff.
- Assists the principal(s) in cultivating a shared learning environment in which students actively engage in its design and implementation.

- Assists the principal in engaging the community's diverse interest and needs, and developing community resources to meet those needs.

**Working Conditions and Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- 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.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

**Environmental Demands:**

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

**Knowledge of:**

- Current research on student behavior.
- Effective student engagement strategies.
- Theory of adult learning.
- Restorative approaches to student behavior.
- Effective classroom strategies to engage students and keep students on task.

**Ability to:**

- Maintain emotional control under stress.
- Support effective teaching strategies.
- Conduct restorative conversations among students and staff.
- Use technology effectively in the areas of content delivery, student engagement, and professional record keeping and communications.
- Effectively organize and manage time.
- Handle multiple projects concurrently and work as a productive team member.
- Build community.
- Maintain composure in fast paced and stressful environments.
- Maintain confidentiality.
- Communicate effectively orally and in writing.

**Education, Training and Experience:**

- Valid California Administrative Services Credential.
- Bachelor's degree and Master's degree.
- Experience as an instructional leader at the school and/or district level.
- Five years of highly successful teaching experience.
- Possession of EL Authorization preferred.
- Bilingual Spanish speaking and writing skills preferred.

**Licenses and Other Requirements:**

Valid California Teaching Credential  
Valid California Class C driver license

**FLSA Status:**

Exempt

**Board Approval:**

August 15, 2016