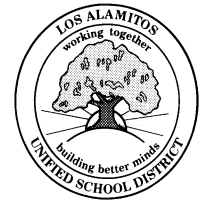


Job Description



Job Title: **DEAN OF STUDENTS**

- A. Primary Function: Under the direction of the site Principal, assist in clinical supervision of certificated and classified staff, plan, organize and direct assigned programs, services related to students services, discipline, student guidance, attendance programs and instruction; assist in protecting the health and welfare of students; plan and administer a program to monitor enrollment of students; facilitate the interdistrict and intradistrict transfer application process for the site.
- B. Directly Responsible To: Principal
- C. Essential Duties and Responsibilities Assigned:
1. Assist in the selecting, supervising, assigning and evaluating performance of certificated and classified staff; motivate employee performance and enhance morale; maintain documentation; recommend appropriate action in cases of substandard performance.
 2. Stay abreast of current research and best practices for instruction and student achievement; regularly participate in instructional staff development.
 3. Conduct classroom observations and observe school programs to offer support for student conduct, quality instruction, and student achievement.
 4. Support team members by developing and managing team performance; integrating strong accountability systems, and professional development plans;
 5. Monitor student attendance and recommend appropriate responses; assist students, staff and parents in matters affecting attendance; coordinate Saturday study, on-campus suspension and detentions.
 6. Assist in the planning, development and implementation of the school's program of attendance and residency policies and procedures; monitor, evaluate and adjust policies and activities to enhance daily student attendance; coordinate attendance operations and related discipline functions to reduce truancy, identify student attendance problems and implement appropriate corrective actions.
 7. Facilitate the site's interdistrict and intradistrict transfer application process; assist and participate in acceptance or rejection of transfer requests.
 8. Prepare and maintain various records, reports and files related to students, attendance, discipline, programs, services, accountability and assigned activities; assist in assuring mandated reports are completed and submitted to appropriate agency in accordance with established timelines and requirements.

Board approved: April 24, 2012

9. Supervise students during the day and in various school activities in the evening; attend a variety of school events such as athletic events and dances.
10. Attend IEP meetings and provide input into student learning, progress and assessment.
11. Assist in the administration of school site discipline policies and safety programs; assist in planning, organizing and directing campus activities at the high school to assure the health, well-being and safety of students and staff in classroom and non-classroom activities; assist in developing and administering disciplinary procedures in accordance with established district policies, state laws and regulations.
12. Collaborate with counseling personnel to provide appropriate services for assigned students; resolve student, administrative, faculty and staff issues, conflicts and complaints related to assigned functions.
13. Conduct conferences with teachers, administration, support staff and parents to identify student progress and resolve student problems as needed.
14. Serve as a member of the District and site management team; participate in management meetings and District committees to facilitate sound administrative practice and planning in the District.
15. Serve as key member of the District Emergency Response and Crisis Team
16. Perform other duties as assigned

Qualifications:

- Commitment to Los Alamitos Unified School District's mission, vision, goals, and belief statement.
- Passion for working with children; ability to motivate and support staff in reaching high levels of academic success
- Excellent communication and interpersonal skills, with the ability to engage and work closely with a wide range of staff members.
- Ability to efficiently interpret, manage, and utilize multiple sets of data in order to best support student's progress.
- Ability to learn laws, rules, policies, practices and procedures related to public education, and specific to Los Alamitos Unified School District.
- A results-oriented, goal driven, team approach to work;
- Flexibility and a willingness to learn
- Basic computer skills including troubleshooting and an ability to communicate about technical difficulties as needed

Credential: California Administrative Services Credential

Education: Master's Degree including all courses needed to meet credential requirement

- Experience: Successful teaching and administrative experience preferred; successful experience in the field of student attendance and student discipline preferred.
- E. Work Year: 201 days
- F. 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.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time; visually review and correct reports and documents for accuracy; ability to operate a computer terminal and office equipment; lift light objects weighing up to 25 pounds; and kneel, bend at waist, and reach to maintain and retrieve files.
- G. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and school site. While performing the duties of this job, the employee works at a school site the majority of time. The noise level in the work environment is usually moderate to high. Driving to various locations is required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.