

JOB DESCRIPTION

JOB TITLE: Dean of Students - Rawlins Middle School

REPORTS TO: Building Principal/Superintendent

DEPARTMENT: Student Personnel

I. NATURE AND SCOPE OF JOB:

The Dean of Students of Rawlins Middle School is responsible for aspects of the Middle School environment as directed by the Principal.

The primary areas are creating a safe and orderly environment (student discipline), building positive home-school relations. parent involvement, and coordination of the limited English Proficiency Program throughout the District

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District
2. Maintain a positive and supportive relationship with all
3. Be responsible for acceptable personal attendance and
4. Accept responsibility for the identified job description and
5. Responsible for adhering to District policies.

Missio
people in th
punctu
contin

III. JOB FUNCTIONS:

A. Essential Functions:

1. Responsible for appropriate student conduct and maintaining student discipline in school and at extra curricular events.
2. Assists in helping teachers to assume responsibility for student discipline.
3. Counsels with parents concerning students in conflict.
4. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.

A. Essential Functions, continued:

5. Confers with the principal on case of suspension.
6. Maintains high standards of student conduct and enforces discipline as necessary, according to due process and right of students.
8. Assists with creating and maintaining the belief of high expectations for learning for all students.
9. Assists with the coordination of student activities.

10. Assists with the development of the handbooks for faculty, parents and students.
11. Responsible for extra duty help at extra-curricular events.
12. Responsible for scheduling all athletic and extra-curricular events.
13. Ability to perform all duties as assigned.
14. Coordinates the District's program for students with Limited English Proficiency.
15. Responsible for acquiring and maintaining all data required by Limited English Proficiency program.
16. Oversees assessment of students with Limited English Proficiency.
17. Complete all required reporting for Limited English Proficiency Program.

B. Non-Essential Functions:

1. Maintains high visibility for all staff and students
2. Assists daily with hall and lunchroom duty
3. Assumes responsibility for any functions or areas the principal deems necessary
4. Attends all building meetings as required by the principal.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Knowledge of the curriculum and the secondary student
2. Ability to think clearly and exhibit leadership qualities
3. Ability to make decisions with sound emotional judgment
4. Ability to concentrate with numerous interruptions
5. Possess the ability to use patience, initiative and sound reasoning

B. Education, License, Certification or Formal Training:

1. Certified Middle School instructor with demonstrated ability to work with students at-risk.

Job Description
 Dean of Students - RMS
 page 3

2. Successfully pass District Bloodborne Pathogens training

C. Equipment Used:

Telephone Intercom Computer Copy Machine

D. Physical Demands:

1. Able to maintain long hours during each working day
2. Possess proper stress management techniques necessary to maintain leadership qualities for the required length of the assignment

E. Environmental Demands:

1. Be able to work in any area of the facility under all lighting and ventilating systems

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

05/02/03