



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**  
**Dean of Students – Kellogg & Richland Elementary**

April 30, 2021

**Job Summary:**

Under the direction of the principal, the dean provides behavior and transition support for elementary students.

**Qualifications:**

**Required:**

- A. Master's degree in School Counseling or Educational Administration/Leadership
- B. Possess or be eligible for a valid Michigan teaching certificate with an endorsement in Guidance & Counseling (NT) or administrative certificate
- C. Three to five years of successful educational experience as a school counselor, intervention specialist, behavior interventionist, dean or related position
- D. Able to assess and document student progress
- E. Leadership experience working with students, teachers, and parents
- F. Professional in personal conduct and actions
- G. Excellent communication skills
- H. Meets federal *Every Student Succeeds Act* requirements

**Desired Characteristics:**

- A. Experience in working with early elementary school students
- B. Experience using technology as a key instructional tool in the classroom
- C. Experience in working within a Professional Learning Community and evidence of ongoing professional learning
- D. Demonstrate a strong ability to be decisive
- E. Possess strong organizational skills with the ability to prioritize a multitude of tasks
- F. Experience fostering student-driven leadership and experience working with at-risk students
- G. Experience in behavior planning, behavior intervention, and/or restorative justice practices
- H. Knowledge of research related to elementary transitions and proven ability to apply it

**Duties:**

- A. Assist in the supervision of the overall daily operation of the building
- B. Model and provide a strong learning-teaching climate within the building through maintenance of a positive disciplinary plan
- C. Provide direct support service to individual students, small groups, and classrooms
- D. Completes behavior assessments, referrals, and plans with students and families
- E. Oversees all transition programming for elementary students (Y5-K, new students, 2nd - 3rd)
- F. Consults with other professional staff, outside agencies, and other organizations to provide student support within MTSS
- G. Work independently and cooperatively using a variety of strategies
- H. Ability to plan and organize; excellent work habits
- I. Successful teaching/coaching of students
- J. Perform other duties as assigned by administration

**STATEMENT OF NONDISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

**CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Until filled**

**Start Date: 2021-22 School Year**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)