



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Dean of Students
REPORTS TO: High School Principal
QUALIFICATIONS:

1. Valid New Jersey School secondary teaching and/or School Counselor or SAC certification
2. Prior experience teaching or being a counselor in a high school
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

To create a school environment in which all students feel connected to and supportive of each other. To identify and help students who need support, resolving such nonacademic problems as may interfere with their getting the greatest benefit from the school's educational opportunities and helping them achieve the fullest benefits from the school's academic and nonacademic programs, services, and offerings.

ESSENTIAL JOB FUNCTIONS:

1. Analyzes and utilizes student data to identify student strengths and weaknesses and to assist in the development and implementation of personalized learning strategies for student achievement.
2. Works with administration to address student attendance and behaviors and implements procedures for improvement.
3. Confers with parents, teachers, counselors, support service personnel and students with respect to individual student performance and achievement.
4. Makes recommendations for appropriate revision of policies and rules affecting student life in the school.
5. Collaborates with the school counselors and personnel to create and maintain research-based behavioral interventions and trains faculty and staff in those interventions.
6. Compiles, analyzes, and shares student discipline data regularly, and uses that data to make recommendations for improvement in student behavior.
7. Assists building principal and others including, but not limited to school counseling, SAC, CST in coordinating effective transition programs for students with the greatest need for support, including transition from 8th to 9th grade and then 12th grade transitioning to post-secondary plans.
8. Serves as the school anti-bullying specialist and discharges all statutorily required duties.
9. Promotes participation by all students in the school community including, but not limited to, student activities, athletic events, programs of student orientation and similar activities.
10. Oversees and plans the carry through of Graduation.
11. Provides guidance to class and club advisors and oversees school clubs and student activities.
12. Assists teachers in effective use of homeroom time as a means of enhancing students' connections with the school community and each other and provides monthly recommended homeroom activities to teachers.
13. Participates in professional development activities outside the normal school day.
14. Shares with the principal the responsibility for protecting the health and welfare of students.

15. Performs such other tasks and assumes such other responsibilities as assigned by their principal.

WORK YEAR: Eleven-month employee (10+1 schedule)
DATE APPROVED: March 16, 2021
APPROVED BY: Board of Education