

POSITION DESCRIPTION

TITLE: ELEMENTARY DEAN OF STUDENTS

TYPE: Licensed
Exempt

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to provide support and/or be responsible to a designated school, program, or project as assigned.

MINIMUM QUALIFICATIONS:

1. Master’s Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Teaching or Administrative License.
4. Five years successful teaching and/or administrative experience.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English and Spanish or Russian, as applicable.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Such alternatives to the above qualifications as the District may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Perform assigned functions as determined by the supervisor.
4. Provide for a safe and orderly environment for all staff, students, and visitors.
5. Ensure a safe, secure environment which is conducive to effective teaching and learning
6. Assist in the planning, development, and implementation of student programs, including attendance, discipline, drop-out prevention, building security, and guidance.
7. Contribute to the effectiveness of student programs by collecting and utilizing student data.
8. Identify and/or provide resources and support to students and families necessary for students to reach their learning goals and potential.
9. Maintain on-going contact with parents/guardians
10. Assist in the implementation of the Districts Mission and Strategic Plan through a focused and aligned School wide Improvement Plan.
11. Lift, move, or restrain students in accordance with the student Individual Education Program or Behavior Plan.
12. Follow all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all assigned employees.
13. Establish and maintain a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
14. Assists parents and community members as needed.

15. Demonstrate an awareness of and sensitivity to multicultural and multilingual values and environments
11. Comply with professional development activities as required by the District.
12. Actively seek out and participate in professional development activities designed to improve professional competence.
13. Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
14. Hold high expectations for performance of self and supervised staff.
15. Assess results of performance for improvement on a regular basis.
16. Demonstrate computer literacy and operates software programs as related to job responsibilities.
17. Maintain accurate, complete, and confidential records as required by law and District policy and regulations.
18. Maintain the integrity of confidential information related to a student, family, colleague, and/or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned duties and responsibilities and in the best interest of the individuals involved.
19. Maintain the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
20. Follow all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
21. Adhere to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
22. Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year is approximately 191 days subject to change. Salary and benefits and working conditions will be determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date