



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title: Dean of Student Engagement**

**Reports to:** Site Principal

**Work Year:** 208 days

**Employment Status:** 1.0 Full Time Equivalent

**Benefits:** Eligible to participate in district medical, dental and vision insurance.

**Purpose of Position:** Under the direction and supervision of the site principal, the Dean of Student Engagement will provide direction and assistance to students and staff and promote teamwork in creating and maintaining an effective learning environment in that it is safe and engaging for all students. As a member of the site leadership team, the Dean of Students will assist the administration in promoting student engagement.

**Essential Functions:**

The position includes but is not limited to the following list of representative duties:

- Assist in the evaluation of certificated personnel, including teachers and support staff.
- Evaluate classified staff associated with student engagement and safety.
- Provides leadership in the area of academic, behavioral, and social-emotional prevention and intervention, to include oversight of SEL Counselor/counseling and student services programming at the site.
- Oversee student attendance, including interventions, and the CLASS program.
- Oversee the training related to and the implementation of Restorative Approaches.
- Counsel/mentor students to acknowledge and manage responsible personal conduct and address their behavioral and social emotional learning (SEL) needs.
- Consult and collaborate with administrators, counselors, and parents in support of student success.
- Help resolve problems that impede student learning and/or participation in school activities.
- Prepare documentation and maintain accurate systems, records, logs and files necessary as they relate to attendance, student behavior, and student engagement.
- Serve as site liaison to community partners related to student safety, wellness, and engagement.
- Work with outside agencies such as law enforcement, probation, child welfare services and other pertinent organizations as needed.
- Develop and maintain a current, comprehensive, and highly effective Safe School Plan.
- Attend and provide supervision at school events and activities.
- Serve on school, district and county committees as delegated by the principal.
- Assist the Principal in leading, administering and managing the campus.
- Maintain visibility with the parents, students and staff.
- Perform other duties as assigned by the Principal.

**Working Conditions & Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

## Dean of Student Engagement (continued)

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Have specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend period meeting and/or travel within and out of the District boundaries to attend meetings.

### **Environmental Demands:**

- The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment.

### **Knowledge of:**

Student database systems; principles, techniques, strategies, goals, and objectives of a public school; procedures, methods, and techniques of organization, management and supervision of a school site; assessment and evaluation techniques for evaluating program activity and personnel performance effectiveness. Principles, methods, strategies, goals and objectives associated with progressive student discipline procedures; student behavior management and conflict resolution strategies and techniques; campus security procedures; methods and strategies of supervision of staff and school programs; working knowledge of district and school policies, California Education Code and pertinent penal codes.

### **Ability to:**

Successfully employ restorative approaches to behavior modification; apply understanding of student-family dynamics; make effective decisions based on practical judgments and management abilities; take a deep interest and belief in education as an individual and community benefit; exercise open-mindedness, fairness, and firmness in decision-making; demonstrate poise in personal interactions; demonstrate leadership to teachers and counselors as co-workers; demonstrate concern for strengthening educational procedures so as to provide all students with equal opportunities in preparation for life.

### **Education, Training and Experience:**

- A valid California Administrative Services Credential.
- A strong background of successful teaching experience.
- A broad background in district curriculum, and the personal qualities required for leadership and teamwork.
- Bilingual in Spanish preferred.

### **FLSA Status:**

Exempt

**Board Approved: March 14, 2023**