

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

DEAN OF STUDENTS

QUALIFICATIONS

1. A valid standard Instructional Certificate issued by the N.J.D.O.E.
2. Employment as a teacher in the school building.
3. Demonstrated success at promoting positive student behavior creating a safe and secure school environment that encourages academic and extracurricular success.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Building Principal or his/her designee.

JOB GOAL

To support the school administration's efforts to promote positive student behavior in school and to create a safe and secure school environment that encourages academic and extracurricular success.

PERFORMANCE RESPONSIBILITIES

1. Act as mediator between teacher and student as needed in response to student conduct problems. The aim is to restore order and mutual respect.
2. Investigate all cases of flagrant student conduct violations, such as vandalism, classroom disorder, forgery, insubordination, use of bad language, HIB, etc.
3. Investigate and follow-up all cases of excessive lateness and chronic cutting.
4. Impose disciplinary and/or rehabilitative consequences short of out-of-schools suspensions and expulsions on students, when necessary, and follow up to ensure the fulfillment of those consequences. Ensure the development and implementation of an academic action plan for every in-school suspension imposed.
5. Recommend out-of-schools suspensions and expulsions to building administration when necessary, and support recommendations with appropriate documentation.
6. Confer with parents when necessary, by phone or in person, regarding particular student conduct problems and disciplinary and/or rehabilitative consequences.
7. Assist building administration in the development or improvement, and implementation, of programs that promote positive behavior and student success.

8. Advise and support beginning teachers on practices that promote positive behavior and student success in the classroom and throughout the building.
9. Maintain building and student records related to student conduct problems.
10. Work collaboratively with the School Resource Officer and such other law enforcement representatives as building administration may direct.
11. Maintain liaison with local community groups and agencies about community issues that affect the student body.
12. Invoke temporary, in-school student exclusion from class in extreme cases.
13. Liaison with, and coordinate communication among, other student-support personnel regarding student conduct issues. These personnel include: building administration, Guidance Counselors, Student Assistance Counselors, Attendance Officer, School Resource Officer, Child Study Team members, Intervention & Referral Service Committee members, Section 504 Specialist and other related-service providers.
14. Summarize the disciplinary records of students involved in suspension and expulsion hearings and re-entry meetings.
15. Participate in suspension and expulsion hearings at the building, Superintendent and Board of Education levels, and in re-entry meetings.
16. Attend building, district and community meetings that deal with student conduct problems as directed by building administration.
17. Maintain regular, visible presence in the building during the school day in order to promote and maintain an environment that encourages positive behavior and student success.
18. Patrol the perimeter of the building during the day and at dismissal.
19. Maintain regular, visible presence in the cafeteria during lunch periods and other times of the day when students are present.
20. Supervise any in-school suspension location as necessary.
21. Maintain up-to-date records of all activities related to “Dean of Students” assignment in the manner directed by building administration.
22. Be available for flexible scheduling as needed by building administration.
23. Be on time for all assignments.
24. Other duties as may be assigned consistent with contractual, certification and other legal requirements.

APPOINTMENT

The Dean of Students assignment shall be held by a building teacher. The schedule of the Dean of Students shall be established by the Principal before the start of the school year, and shall remain constant throughout the school year except for emergencies. Duties will be performed during the contractual work day.

EVALUATION

Performance of the job will be evaluated by the Building Principal or his/her designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **August 23, 2012**
AMENDED: