



## DEAN OF STUDENTS STANDARD POSITION DESCRIPTION

**Position Title:** Dean of Students  
**Reports to:** Principal or Assistant Principal  
**Bargaining Unit:** Yes

**Location:** Assigned School(s)  
**FLSA Status:** Exempt

**This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

### **Part I: Position Summary:**

The Dean of Students develops the programs and processes that support the culture of the school and build an atmosphere of safety and respect among students. Fosters the development and maintenance of a positive learning environment. The Dean of Students supports students in developing positive and effective social behaviors, supports teachers in managing classroom processes and creating effective transitions; and supports parents in communicating their needs and questions and resolving any concerns.

### **Part II: Major Duties and Responsibilities:**

Duties may include some or all of the following:

1. **Interventions & Support:** Participates with counselors and administrators in developing and implementing interventions and support systems. Works directly with students and with teachers to gain understanding and implementation of the system. Serves as a resource to teachers and staff on classroom management and student behavior to include preparing and conducting staff training.
2. **Student Supervision:** Establishes campus visibility and develops and nurtures professional relationships with students in order to influence their behavior and help build the desired school culture. Assist with direct student supervision issues and enforcement of the student code of
3. Conduct and school discipline policy. Establishes effective working relationships with law enforcement, gang task force, SRO's, campus security, etc., to develop an effective program for problem identification and communication.



4. School Policy: Participates in the development of school policies to include student and parent handbook information on policies and procedures. Prepares and conducts policy and handbook presentations to students, parents, staff, and community members. Assures adequate provision for confidentiality in the implementation and administration of school policies and procedures particularly as regards FERPA.

5. Student Discipline: Investigates student behavior issues, determines facts and probable behavior, determines and coordinates with principal on appropriate discipline, administers discipline in accordance with school and district policy, prepares discipline letters, notifies parents or guardians, communicates discipline to student, establishes and maintains disciplinary files. Follows-through on return to class/school of expelled or suspended students to include behavior and/or performance contracts. Assist in the planning, developing and implementing of individual student behavior plans and alternative placements when necessary. May assist school/district in student pre-disciplinary hearings and appeals.

6. Program Review: Periodically reviews and analyzes student discipline and attendance records to identify specific problem areas, trends, underlying issues, etc. Based on such reviews develops recommended program or procedure changes to help prevent behavior issues and/or more efficiently respond to such issues when they occur.

Performs such other duties and responsibilities as assigned.

**Part III: Minimum Qualifications:**

- Successful completion of a teacher certification program at an accredited college or University.
- Must hold or be able to obtain an Oregon Educator License.
- At least five (5) years of successful classroom experience which demonstrated a high level of capability in classroom management and student discipline.
- Skill in the use of office technology and student information systems for documentation, analytical, and support purposes.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.



- Able to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Knowledge of/ willingness to learn Restorative Justice strategies

**Part IV: Desired Qualifications:**

- Administrative certification.
- Successful experience working in a team.
- Successful experience at the level of assignment.

**Part V: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, The Dean of Students is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. The Dean of Students may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The Dean of Students must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The Dean of Students may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the



course of their duties.

While performing the duties of this job, the Dean of Students occasionally works in outside weather conditions. The Dean of Students is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The Dean of Students may be required to travel on school owned or leased vehicles while supervising and assisting students.