

# LYON COUNTY SCHOOL DISTRICT-HR Department

## Dean of Students

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**Job Group:** Administration - Licensed

**Classification:** Certified

**Terms of Employment:** 10 month, 195 Days

**FLSA Status:** EXEMPT

This is a salaried position assigned to the Licensed Administrator Employee Salary Schedule.

**POSITION SUMMARY:** This position functions to provide assistance to the principal in all assigned activities at the school site with primary responsibility in the areas of student discipline and attendance. This position is directly responsible to the school principal and /or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list of Essential Duties and responsibilities is not exhaustive and may be supplemented.

1. Monitor student behavior in compliance with Lyon County School District policies and regulations, student regulations, appropriate student activities, Nevada School Law, and individual school policies.
2. Fulfill attendance responsibilities by enforcing compulsory attendance laws and regulations; respond to teacher concerns/referrals and attendance issues.
3. Maintain discipline by dealing consistently, fairly, and effectively with teacher generated classroom referrals by communicating effectively with teachers, and by dealing effectively with inappropriate behavior outside the classroom.
4. Maintain accurate and complete records of disciplinary matters and prepare all appropriate paperwork for student referrals.
5. Facilitate and ensure compliance with assessment regulations and guidelines at all times.
6. Ability to appropriately handle stress and work effectively with students, parents, and other school personnel to resolve problems regarding academic and behavior issues.
7. Maintain effective relationships with representatives of law enforcement and community agencies.
8. Supervise assigned aspects of the co-curricular programs.
9. Evaluate up to 25% of the certified staff with effective or highly effective evaluations the previous year.
10. Evaluate classified staff as directed by the principal.
11. Regular and consistent punctuality and attendance are essential functions of the job.
12. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS, Ability to:**

1. Direct the management activities associated with the position of dean.
2. Communicate clearly both orally and in writing.
3. Assist with the administration of the school in conformity with the Board of School Trustees policies and administrative regulations.
4. Work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
5. Demonstrate educational leadership, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
6. To lead, direct, and supervise assigned staff, including sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
7. Understand and apply sensitivity to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.
8. Recognize community needs and problems, personalities, and organizations and the relationship of these to the educational program.
9. Actively contribute to the School Performance Plan (SPP) process.

10. Actively participate and provide leadership to the Response To Intervention (RTI) Programs.
11. Ensure compliance with special services such as Individual Education Plans (IEPs) and other related mandates.
12. Collaborate with the Local Education Authority (LEA) at IEP meetings and 504 meetings.
13. Knowledge of the Certified and Classified Evaluation Framework (i.e. NEPF)

**POSITION REQUIREMENTS:**

**Education and Training:**

1. An earned master’s degree in Administration from an accredited college or university.

**Licenses and certifications:**

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Have previously demonstrated at least three (3) years of successful licensed teaching experience.

**PHYSICAL AND MENTAL REQUIREMENTS:  
PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	x			
Standing	x			
Walking	x			
Bending/Stooping/ Squatting/Twisting	x			
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
10 to 25 Pounds				
26 to 50 Pounds				
51 to 75 Pounds				
76+ Pounds				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Protective Clothing				
Respirator Use				
Work Conditions:				
High Noises	x			
Heights				
Confined Spaces				

Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand this explanation and job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_