



TEACHER

TEACHER (DEAN)

JOB DESCRIPTION

JOB TITLE: Teacher - Dean
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188
JOB ID & DATE: TCH-44 | October, 2023

JOB PURPOSE SUMMARY

The primary purpose of the Dean position is to manage student behavior, attendance, scheduling, support programs and safety. The Dean creates a positive learning environment, and facilitates student recognition. The Dean collaborates with the school community to uphold discipline and attendance standards, and plays a pivotal role in promoting a supportive educational experience.

Dean

- Supervise school operations team members.
- Ensure the efficient functioning of school facilities and resources.
- Oversee logistics, including transportation, school schedules, and facility maintenance.
- Supervise and lead school events and celebrations, fostering a positive school culture.
- Oversee student conduct, discipline, and behavior management.
- Collaborate with students, faculty, and parents to create a supportive and inclusive school culture.
- Implement strategies to improve student performance and academic outcomes.
- Collaborate with the counseling team to address student social and emotional needs.

Dean of Culture

- Supervise and lead school events and celebrations, fostering a positive school culture.
- Promote a sense of belonging and community within the school.
- Oversee student conduct, discipline, and behavior management.
- Collaborate with students, faculty, and parents to create a supportive and inclusive school culture.
- Coordinate recognition programs and initiatives that celebrate student achievements.

Dean of Instruction

- Address and support the diverse needs of all learners.
- Collaborate with educators to enhance instructional practices.
- Monitor and evaluate curriculum effectiveness.
- Implement strategies to improve student performance and academic outcomes.
- Develop and execute professional development opportunities for teaching staff.

Dean of Operations

- Supervise school operations team members.
- Ensure the efficient functioning of school facilities and resources.
- Oversee logistics, including transportation, school schedules, and facility maintenance.
- Manage budgeting and resource allocation.
- Collaborate with external partners and vendors for school services.

Dean of Student Services

- Coordinate student awards, recognition, and scholarship programs.
- Implement intervention services to support struggling students.
- Develop and oversee various student support programs.
- Collaborate with the counseling team to address student social and emotional needs.
- Facilitate partnerships with community resources to benefit students.

REQUIREMENTS

Education Level Details

Bachelor's degree in Education.
Master's degree is preferred

License / Certification Required

Colorado teaching license with endorsements required

Work Experience Required

Three (3) years of teaching experience required
Previous experience in educational counseling, student support, or related roles highly preferred.

Other Skills and Abilities Required

Strong data analysis and research skills.
Excellent interpersonal and communication skills.
Dedication to improving student success and commitment to their well-being.
Proficiency in using Microsoft Office and Google applications.
Flexibility to work collaboratively with a diverse range of stakeholders.
Experience working with diverse student populations and addressing their unique needs.
Knowledge of state curriculum standards.
Bilingual preferred.
Regular attendance is essential.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

- Coordinate the development and evaluation of school-wide discipline and attendance procedures, ensuring alignment with the district's Student Rights and Responsibilities, and striving for equitable treatment of all students.
- Counsel students and parents on school and district policies regarding discipline and attendance.
- Coordinate and/or supervise students during unstructured school times, including before/after school, passing periods, lunch, and bus duty.
- Serve as a resource to staff on classroom management and behavioral expectations.
- Assist staff and parents in creating student behavioral expectations.
- Participate in the planning, development, and implementation of student behavioral plans.
- Apply appropriate consequences for behavior and attendance issues, including detention and in-school suspension, while collaborating with administrators for out-of-school suspension or expulsion.
- Coordinate alternative placement options for students.

- Manage campus security in alignment with the high school code of conduct related to discipline and attendance.
- Collaborate with external agencies related to attendance and discipline.
- Act as a resource to teachers, offering guidance on instructional practices, discipline, student relationships, classroom management, and school culture.
- Collaborate with the principal to maintain and enforce standards of student behavior that create a conducive learning environment and encourage participation in all activities.
- Plan and implement character development and discipline programs in alignment with district and school standards.
- Provide follow-up on student discipline matters in response to teacher and campus referrals.
- Meet with parents and school personnel to develop alternative solutions to student attendance and discipline concerns.
- Engage in effective communication with parents, the District Office, the public, other schools, and public agencies, including police, juvenile authorities, and county agencies when necessary.
- Contribute to the planning and implementation of school programs, including student attendance and discipline, curriculum development, transportation, athletics, student government, and other assigned areas.
- Monitor and evaluate assigned curricular areas, working closely with department staff to set goals and objectives, observe classrooms, and provide leadership by offering recommendations for growth and improvement.

COMMUNICATIONS

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Participate in staff development activities to improve job-related skills.
- Attend and participate in faculty meetings and serve on staff committees as required.

POLICY, REPORTS AND LAW

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.

- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

BUDGET RESPONSIBILITIES

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____