



SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

JOB TITLE: Dean of Students
REPORTS TO: Site Administration
SITE: School Site
CLASSIFICATION: Certificated
WORK YEAR: 187 days plus up to 10 additional days
SALARY: Certificated Salary Schedule
APPROVAL DATE:

JOB SUMMARY:

Under the general supervision of the site administration the Dean of Students is responsible for general discipline and supervision of students.

ESSENTIAL FUNCTIONS:

1. The identification, intervention, and case management of students demonstrating mild to critical at-risk behaviors
2. Instituting and maintaining liaison activities for parents, police, probation, medical and health agencies
3. General student discipline, behavior, and attendance
4. Campus security and supervision of campus aides
5. Student activities supervision
6. Transportation and traffic control supervision
7. Service Commission supervision
8. Communication with parents regarding discipline and attendance

KNOWLEDGE OF/ABILITY TO:

1. Ability to prioritize and finish projects effectively.
2. Demonstrated ability to work cooperatively and effectively with students, staff, and public in a professional manner.
3. Ability to communicate effectively both orally and in written form.
4. Operate Microsoft Office Suite and the Google Office Suite programs.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Valid California Teaching Credential
- Three years of successful teaching experience
- Ability to relate well with staff and students

- Ability to take action and make decisions when needed
- Counseling, crisis/intervention training and/or experience with adolescents
- Experience supervising students

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to stand and walk for long periods of time.
- Ability to read fine print.
- Ability to operate a computer keyboard
- Ability to operate power tools for extended periods of time.
- Ability to stand, reach, bend, lift, kneel, and squat in tight spaces.
- Ability to climb roof access ladders.
- Ability to lift and carry object and equipment weighing up to 50 lbs., in excess of 50 lbs., use a mechanical device.
- Ability to work in working environment where noise level is moderate to high.
- Ability to work under pressure and meet deadlines.
- Ability to work around or near hazardous elements.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required

to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.