SCHOOL DISTRICT OF DESOTO COUNTY

DEAN

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.
(2) Three (3) years teaching experience.
(3) Valid Florida certification in Administration and Supervision or Educational Leadership.
(4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of human development and especially of characteristics of students/children in the age group assigned. Knowledge of laws, rules and policies governing student discipline. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to plan, organize and establish priorities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to tolerate highly stressful situations. Basic understanding and knowledge of current technology. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal

JOB GOAL

To assist the principal to provide a safe school environment that is conducive to teaching and learning and assist students in progressing to graduation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

*(1) Create or select short- and long-range plans based on district and school requirements and needs.
*(2) Identify specific intended outcomes for improving discipline.

Administrative/Management

*(3) Assist the principal with the daily operation of the school.
*(4) Maintain a positive, organized and safe learning environment.
*(5) Use time effectively.
*(6) Use effective student behavior management techniques.
*(7) Enforce school rules, administrative regulations and Board policies.
*(8) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
*(9) Use technology resources effectively.

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DEAN (Continued)

Assessment/Evaluation

*(10) Develop and use assessment strategies to assist the continuous development of students.
*(11) Interpret data including grades, discipline records and other related information.
*(12) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.

Intervention/Direct Services

*(13) Monitor student attendance.
*(14) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
*(15) Maintain visibility and accessibility on the school campus.
*(16) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
*(17) Assume responsibility for control and direction of pupils related to suspensions from school, suspensions from the bus and school in accordance with board policies and statutes.
*(18) Assist in establishing guidelines for proper pupil conduct and effective disciplinary procedures and policies for the school.
*(19) Interpret and enforce the district's *Code of Student Conduct*.
*(20) Investigate incidents and recommend disciplinary action.
*(21) Ensure that due process procedures are followed for all discipline actions.
*(22) Participate in the supervision of the school's athletic program.
*(23) Communicate high learning expectations for all students.
*(24) Oversee school safety programs.
*(25) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
*(26) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
*(27) Provide appropriate modification for students with special needs, including exceptional education students and students who have limited English proficiency.
*(28) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
*(29) Provide instruction on safety plans, evacuations and related information.
*(30) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
*(31) Assist students with health and hygiene needs as required.

Technology

*(32) Use technology to review student assessment data.
*(33) Use technology for administrative tasks.

Collaboration

*(34) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
*(35) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
*(36) Collaborate with other professionals and parents after recognizing student distress or abuse.

*(37) Collaborate with peers and other professionals to enhance student learning.
*(38) Analyze discipline data and collaborate with staff to improve student conduct.
*(39) Participate in manifestation meetings.

Staff Development

*(40) Engage in a continuing improvement of professional skills and knowledge.
*(41) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
*(42) Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

*(43) Act in a professional and ethical manner and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
*(44) Demonstrate attention to punctuality and regular attendance.
*(45) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
*(46) Maintain confidentiality of student and other professional information.
*(47) Comply with policies, procedures and programs.
*(48) Exercise appropriate professional judgment.
*(49) Support school improvement initiatives.

Student Growth and Achievement

*(50) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
*(51) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
*(52) Perform other duties as assigned by supervisor(s).

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Administrative Range II

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.