



## Dean of Students

### Purpose Statement

The role of the Dean of Students is to support students in improving school and class attendance, resolve interpersonal problems and conflicts, and foster academic success. This position aims to provide students with a positive and productive learning environment.

### Supervisory Relationship

Reports to: Building Principal, Assistant Principals

### Essential Functions

- **Attendance Management:** Oversee and enforce attendance policies, addressing truancy, tardiness, and absences. Maintain accurate attendance records and generate reports. Collaborate with staff to identify and address attendance issues.
- **Academic Support:** Work with faculty to support students' academic performance. Develop plans to improve attendance and academic outcomes for at-risk students. Monitor and adjust plans as needed.
- **Disciplinary Actions:** Investigate and address minor disciplinary issues. Administer consequences according to school policies. Document disciplinary actions and maintain records.
- **Communication and Collaboration:** Communicate with students, parents, faculty, and staff to foster a supportive environment. Organize meetings to discuss attendance and behavioral issues. Serve as a liaison with external organizations.
- **Supervision:** Supervise students during non-structured times, ensuring safety and order. Monitor common areas and coordinate supervision plans for events. Ensure consistent supervision across the school.
- **Support School Policies:** Adhere to and enforce school policies, supporting procedures and practices positively. Participate in policy development and implementation. Communicate policies effectively to all stakeholders.
- **Adhere to School Policies:** Follow school policies and procedures. Ensure actions align with the school's mission and values.
- **Attendance:** Ensure prompt and consistent attendance as a role model for students.
- **Perform Other Duties:** Perform additional duties to support the effective operation of the work unit. Assist with school-wide initiatives and administrative tasks as needed.

### Job Requirements: Minimum Qualifications

#### Skills

- Strong communication and interpersonal skills.
- Ability to address and resolve disciplinary issues effectively.
- Proficiency in maintaining accurate records and preparing reports.
- Collaboration with faculty, staff, students, and external resources.

#### Knowledge

- Understanding of adolescent behavior issues.
- Knowledge of attendance policies and procedures.
- Familiarity with motivational theory and strategies for improving student attendance.

#### Abilities

- Work effectively with diverse individuals and groups.
- Implement attendance improvement plans.

- Manage multiple tasks and priorities in a dynamic environment.
- Use motivational techniques to encourage student success.

**Responsibility**

Work under direct supervision using standardized routines. Lead and guide students in improving attendance and behavior. Collaborate with faculty and staff to support academic success. Communicate effectively with all stakeholders to ensure a positive learning environment.

**Work Environment**

Perform job functions that require physical activities such as standing, walking, and sitting for extended periods. Supervise students in various school settings, including classrooms, hallways, and common areas. Exposure to standard classroom and school conditions.

**Experience**

Minimum of 5 years of successful school experience.

**Education**

Bachelor's degree

**Certificates and Licenses**

Valid North Dakota Teacher Certificate.

Valid North Dakota Secondary Administrator's Certificate (Preferred).

**Continuing Education/Training**

Maintains necessary certificates and licenses

**Clearances**

Criminal justice fingerprint/background clearance.

**FLSA Status**

Exempt

**Salary Grade**

Teacher Salary Schedule

*Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.*