



St. Helens School District
St. Helens, OR
Job Description

Job Title: Elementary Dean of Students
Reports To: Building Administrator

JOB SUMMARY

The position of Teacher on Special Assignment (TOSA) - Dean of Students - Elementary school is to assist the building principal in the overall leadership of the school. This position will provide support to staff and students through effective building behavioral interventions. This position will also provide professional development to licensed and classified staff on instructional and behavioral practices, in alignment with the district's behavioral health and wellness vision and mission. The Teacher on Special Assignment (TOSA) - Dean of Students - Elementary School- reports to the Assistant principal and helps coordinate student services and does not supervise any employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Student Behavior Management: Implement and enforce school-wide behavior expectations and disciplinary policies in a fair and consistent manner. Work collaboratively with teachers, administrators, and support staff to address student behavior issues effectively.
2. Student Support and Advocacy: Serve as an advocate for students, providing support and guidance to address academic, social, and emotional needs. Develop and implement strategies to promote positive student behavior, self-regulation, and conflict resolution skills.
3. Crisis Intervention: Respond promptly and effectively to student crises, conflicts, and emergencies. Collaborate with appropriate stakeholders to ensure the safety and well-being of students and staff members.
4. Attendance Monitoring: Monitor student attendance and address patterns of chronic absenteeism or tardiness. Work closely with families, teachers, and support staff to promote regular school attendance and address barriers to participation.
5. Positive School Culture: Promote a positive school climate by organizing and implementing school-wide events, activities, and initiatives that celebrate student achievements, diversity, and inclusion.
6. Family and Community Engagement: Foster positive relationships with families and community members to support student success. Communicate regularly with parents/guardians regarding student behavior, attendance, and academic progress.

7. Professional Development: Provide training and support to staff members on effective behavior management strategies, trauma-informed practices, and culturally responsive teaching techniques.
8. Data Analysis: Collect and analyze data related to student behavior, attendance, and disciplinary incidents. Use data to identify trends, make informed decisions, and develop targeted interventions to support student success.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in education, counseling, social work, or a related field (Master's degree preferred)
2. Hold an appropriate license from Teacher Standards and Practices Commission in the State of Oregon
3. Previous experience working with elementary school-aged children in an educational or youth development setting
4. Strong understanding of child development, behavior management principles, and restorative practices
5. Strong understanding of the district initiatives: Conscious Discipline, RTI, and AVID.
6. Willingness to participate as a leader on the building's leadership Guiding Coalition
7. Excellent communication, interpersonal, and conflict resolution skills
8. Ability to work collaboratively with diverse stakeholders, including students, families, teachers, and community members
9. Knowledge of relevant laws, regulations, and best practices related to student discipline and safety.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **In an eight-hour day employee may:**
2. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
3. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
4. Drive None 1-3 hrs 3-5 hrs 5-8 hrs
5. **Employee may use hands for repetitive:**

Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:** Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 5/2024

I have read and understand this job description.

Signature: _____

Date: _____