

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

DEAN **TEACHER ON SPECIAL ASSIGNMENT**

QUALIFICATIONS:

- (1) Hold an active Florida Educator's Certificate
- (2) Five years of teaching experience
- (3) Demonstrated leadership ability.
- (4) High energy and enthusiasm

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills. Strong organizational and time management skills. Ability to motivate diverse students and cultivate a strong culture of achievement. Demonstrated use of data to inform behavior management practices. Consistently collaborates with colleagues on student code of conduct issues as needed and commits to learning from others. Demonstrates leadership and problem solving abilities. Ability to plan and implement activities for maximum effectiveness. Builds positive relationships with students, staff and parents.

JOB GOAL

To assist the principal in creating a safe, learning environment for staff and students that fosters a positive school culture and climate.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise the reporting and monitoring of student behaviors and the investigative follow-up actions (including SESIR reporting to the state).
- * (2) Perform such record keeping functions and document preparation as the principal may direct (including MDT meetings).
- * (3) Assist with student supervision during the academic day and also during the extracurricular activity program, as directed by the principal.
- * (4) Implement and maintain discipline policies and procedures.
- * (5) Assist with maintaining discipline throughout the student body and handle special cases, as necessary.
- * (6) Assist with the conducting of safety inspections and safety drill practice activities. * (7) Collaborate with teachers and administrations to provide a safe, positive, and engaging learning environment for all students.
- * (8) Review and prepare files for district review for possible alternative placement meetings. * (9) Lead and collaborate on investigating threat assessments to determine next possible steps.
- * (10) Provide support and guidance to parents and families.
- * (11) Work with guidance counselors regarding Early Warning System and school choice participants.
- * (12) Monitor records for student discipline and attendance.

*(13) Attend parent teacher conferences as necessary to discuss attendance, behavior and academic issues.

*(14) Maintain confidentiality of student records and information.

DEAN TEACHER ON SPECIAL ASSIGNMENT (Continued)

*(15) Participate in professional learning opportunities to stay up to date on best practices in student discipline and welfare.

*(16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

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.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 9

Salary Lane: Instructional IB8- 206

Approved 4/13/2023