



JOB INFORMATION

TITLE: Dean of Students

EMPLOYEE GROUP: Professional **ADDITIONAL JOB CODES:** 208

SHIFT: Per Contract

TERM OF EMPLOYMENT: Per Contract

HOLIDAYS: As Per School Calendar

LOCATION(S): High School

RATE OF COMPENSATION: Per Contract

FSLA: Exempt X Non-Exempt _____

Last Edited On: 10/30/2017 Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional **REPORTS TO:** High School Principal

JOB SUMMARY & QUALIFICATIONS

This position provides support to administration in the area of discipline by assisting with the development / implementation of proactive student conduct measures and also serves to investigate and administer appropriate discipline in applicable situations.

QUALIFICATIONS

Valid certification and successful experience as a teacher and ability to work with at-risk students.

ESSENTIAL FUNCTIONS

PRIMARY DUTIES AND RESPONSIBILITIES

- a. Assist the high school principal and assistant principal in the resolution of discipline problems in a fair and just manner and maintains records of any action taken. The high school principal will make the final decision on all discipline matters;
- b. Works with faculty in a cooperative manner to develop rules and regulations to effect positive behavior in the schools;
- c. Supervises development, maintenance and distribution of student handbooks and the like;
- d. Provides documentation and recommendations to the principal regarding the suspension and expulsion of all students; the principal makes the final decision regarding the suspension and/or expulsion of any students;
- e. Assists in developing, carrying out policies and supervision practices dealing with campus control and supervision;

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- f. Serves as a member of the Student Assistance Program and assists with the coordination of school and community resources for students at risk;
- g. Researches matters of discipline and welfare by conferring with parents, teachers, counselors, support service personnel and students with the final decision made by the principal
- h. Oversees all matters of student attendance and makes recommendations to the principals for resolution of chronic attendance problems;
- i. Works with community and government agencies on problems relating to drug abuse and truancy from school;
- j. Participate in the coordination, implementation and supervision of the extracurricular program of the school, and responds to student initiated requests for specific new extracurricular clubs, activities and programs;
- k. Assists in the dissemination of information regarding school and district programs policies and procedures to student, parent, staff and community.
- l. Assist in the supervisory responsibility for student activities, programs of student orientation and similar activities; any schedule changes that affect other teachers will be made by the principal;
- m. Provides assistance with the development and modification to the master schedule, as well as establishment and modification to student and teacher schedules.
- n. Performs any other duties as assigned by the principal within the reasonable parameters of the position and certification.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, hallways, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.

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- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.