



TEACHER

TEACHER (DEAN)

JOB DESCRIPTION

JOB TITLE: Teacher - Dean
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-44 | May, 2025

JOB PURPOSE SUMMARY

The primary purpose of the Dean position is to manage student behavior, attendance, scheduling, support programs and safety. The Dean creates a positive learning environment, and facilitates student recognition. The Dean collaborates with the school community to uphold discipline and attendance standards, and plays a pivotal role in promoting a supportive educational experience.

Dean

- Supervise school operations team members.
- Ensure the efficient functioning of school facilities and resources.
- Oversee logistics, including transportation, school schedules, and facility maintenance.
- Supervise and lead school events and celebrations, fostering a positive school culture.
- Oversee student conduct, discipline, and behavior management.
- Collaborate with students, faculty, and parents to create a supportive and inclusive school culture.
- Implement strategies to improve student performance and academic outcomes.
- Collaborate with the counseling team to address student social and emotional needs.

Dean of Culture

- Supervise and lead school events and celebrations, fostering a positive school culture.
- Promote a sense of belonging and community within the school.
- Oversee student conduct, discipline, and behavior management.
- Collaborate with students, faculty, and parents to create a supportive and inclusive school culture.
- Coordinate recognition programs and initiatives that celebrate student achievements.

Dean of Instruction

- Address and support the diverse needs of all learners.
- Collaborate with educators to enhance instructional practices.
- Monitor and evaluate curriculum effectiveness.
- Implement strategies to improve student performance and academic outcomes.
- Develop and execute professional development opportunities for teaching staff.

Dean of Operations

- Supervise school operations team members.
- Ensure the efficient functioning of school facilities and resources.
- Oversee logistics, including transportation, school schedules, and facility maintenance.
- Manage budgeting and resource allocation.
- Collaborate with external partners and vendors for school services.

Dean of Student Services

- Coordinate student awards, recognition, and scholarship programs.
- Implement intervention services to support struggling students.
- Develop and oversee various student support programs.
- Collaborate with the counseling team to address student social and emotional needs.
- Facilitate partnerships with community resources to benefit students.

REQUIREMENTS

Education Level Details

Bachelor's degree in Education.
Master's degree is preferred

License / Certification Required

Colorado teaching license with endorsements required
Principal license preferred

Work Experience Required

Three (3) years of teaching experience required
Previous experience in educational counseling, student support, or related roles highly preferred.

Other Skills and Abilities Required

Strong data analysis and research skills.
Excellent interpersonal and communication skills.
Dedication to improving student success and commitment to their well-being.
Proficiency in using Microsoft Office and Google applications.
Flexibility to work collaboratively with a diverse range of stakeholders.
Experience working with diverse student populations and addressing their unique needs.
Knowledge of state curriculum standards.
Bilingual preferred.
Regular attendance is essential.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary

- Support and implement school-wide discipline and attendance procedures aligned with district policies and equity-focused practices.
- Counsel students and families on expectations related to behavior and attendance.
- Supervise students during non-instructional times (e.g., arrival, lunch, passing periods, dismissal).
- Assist staff in establishing and maintaining effective classroom management and behavioral expectations.
- Implement and follow through on student behavioral plans, applying appropriate consequences such as detention or in-school suspension.
- Collaborate with school leadership on out-of-school suspensions, expulsions, or alternative placements.
- Serve as a liaison to external agencies related to discipline and attendance concerns.
- Engage families and staff in problem-solving around student behavior, attendance, and engagement.

- Contribute to a positive school culture through character education and student development programs.
- Collaborate with the principal on maintaining a safe, respectful, and inclusive school climate.

Student Growth and Development

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.

- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibility

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501 to \$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____