Merrimack School District

Middle School Dean of Students

Role Description

TITLE: Dean of Students

REPORTS TO: Building Administration

JOB GOAL:

To work in collaboration with Administration to direct intervention supports provided by student support staff and other educators within Merrimack Middle School for students exhibiting social emotional and/or behavioral dysregulation that requires intervention.

QUALIFICATIONS:

- Master's degree in related field preferred
- Current New Hampshire educator certification required
- Current or pending New Hampshire administrator certification preferred
- Three or more years' experience as a teacher or school administrator
- Background in behavioral techniques and their implementation in a school setting, including Collaborative Problem-Solving techniques, Restorative Practice, Responsive discipline, positive behavioral supports, and intervention plans, conducting Functional Behavioral Assessments (FBA), conflict resolution, social-emotional learning competencies, and trauma-informed care and practices
- Strong leadership and consultation skills and ability to coordinate services among Social-Emotional Learning (SEL) Support Specialist, School Counselors, Home School Liaison, and other student support programs
- Current Crisis Prevention Institute (CPI) certification preferred (training provided)

RESPONSIBILITIES:

- Collaborate with student support team and classroom teachers to provide intervention strategies and consultation regarding behavioral issues across school settings; maintain contact to assess and monitor the effectiveness of strategies
- Work closely with building administration, Social Emotional Learning Support Specialist, and student support team members on school-wide behavioral supports and services
- Attend bi-weekly team meetings to ensure communication with teaching teams regarding specific student concerns and progress
- Participate in the supervision and discipline of students in collaboration with Administration

Proposed to School Board: June 19, 2023
Board Approval: July 10, 2023

- Monitor and facilitate support of students in the in-school suspension (ISS) room, which can include processing through behavior infractions and creating an alternative space for students to reflect on their behaviors while remaining in school
- Implement a Multi-Tiered System of Supports for Behaviors for lagging skills in Social Emotional and Behavioral Learning
- Act as the facilitator of the Student Support Team
- Provide instruction in the areas of social and behavioral skills to students in small group settings
- Communicate with parents to support in-school efforts and provide follow up strategies
- Assists in the development of behavioral support plans for students referred by response to intervention (RTI) or special education teams
- Gather and report data on a regular basis to look for patterns or incidents of behavior
- Attend and participate in department, school, building, district, and parent meetings
- Fulfill assigned job responsibilities and duties as assigned by the Building Administration, including following all district and school policies, procedures, and routines
- Adhere to the Code of Ethics and Code of Conduct for New Hampshire educators and demonstrate high levels of professionalism that are representative of the core values of the Merrimack School District
- Performs other related duties as assigned by Building Administration

TERMS OF EMPLOYMENT: Position is a non-union, salaried position, with a 205 day contract (working days include student days plus 25 additional days)

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures