

Dean of Students

Purpose Statement

The job of Dean of Students is done for the purpose/s of supporting the school administration and student body, school activities and representing the school within the district and community.

This job reports to Principal

Essential Functions

- Advocates for students for the purpose of providing necessary local resources based on student needs.
- Assists in developing a school class schedule for the purpose of providing the highest level of opportunities for students and the effective utilization of staff and resources.
- Assists in monitoring and supervising school facilities for the purpose of maintaining a safe school environment for students, staff and patrons, and the efficiency of school operations.
- Assists in scheduling and supervising assigned student activities and programs outside school hours (e.g. student activities and athletics, parent nights, parent teacher conferences, assemblies, awards ceremonies, dances, etc.) for the purpose of maintaining a safe and orderly environment.
- Collaborates with the administrative leadership team, and serves on committees as needed for the purpose of gathering and sharing information, building strong relationships, and supporting the district mission and vision.
- Communicates the district vision and mission to the school community for the purpose of creating a positive school climate.
- Counsels students, staff and parents regarding district policies for the purpose of effectively communicating information and ensuring compliance with district, state, and federal regulations.
- Develop the master schedule for the building in consultation with parents, teachers, counselors, students and administrators for the purpose of meeting the needs of individual student career plans.
- Maintains high visibility for the purpose of building familiarity and trust with students and staff.
- Manages and mediates student conflicts or behavior issues at the school site for the purpose of enforcing behavioral expectations for students, behavior modification, or discipline consequences, and ensuring a safe and positive learning environment.
- Models effective teaching methods and classroom management for the purpose of supporting educator professional growth, and providing mentorship where appropriate.
- Reports issues or incidents to authorities as necessary (e.g. fights, suspected abuse, suspected substance abuse, suspicious activity, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state and district policies.
- Schedules a variety of activities (e.g. meetings, staff coverage, etc.) for the purpose of ensuring efficient utilization of resources, equipment, and faculty.

- Supervises assigned classified personnel (e.g. hiring, supervising, evaluating, terminating, scheduling and coordinating of activities, professional development, training, advising, etc.) for the purpose of maximizing efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Supports diversity for the purpose of providing equal opportunities for all students.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work duties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; and supervisory experience.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Continued Professional Growth
Continuing Education Requirements

Certificates and Licenses

Current Wyoming teacher certification
Master's degree preferred
Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Maintains PTSB Cert. (5 credit hrs/ 5 year renewal period)
Required to work some evenings and weekends.

FLSA Status

Not Rated

Approval Date

2/13/2018

Salary Grade

All