

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Dean of Students

Schedule/Grade: TEACH +Stipend and Extra Days

Job Code: XXDEAN1701

FLSA: Exempt

Calendar: TEACH + Extra Days

Benefits: Eligible (Retirees not Benefit eligible)

Contract Type: TEACH

Bargaining Unit: None

Revised Date: 07/07/2026

PURPOSE

The Dean of Students will assist administration by providing social and behavioral support for students in our middle schools. A Successful Dean of Students will collaborate with building administration to ensure that behavior and discipline approaches align instructional strategies and with building and district goals. This individual will stay up to date on relevant student resources, and work directly with students, parents and families to provide appropriate social and emotional support. The Dean of Students is generally responsible for serving as a point of information for students and responding to students' needs throughout the school day.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serve as a behavior and discipline interventionist.
- Communicate effectively with students, administration, families and staff
- Serving as a bridge between staff and students during interactions and finding resolution or restoration
- Uses restorative practices as a proactive guide to support the culture and community of the middle school
- Handle discipline-related processes and procedures.
- Provides accurate behavioral data records to administration so that they can choose the appropriate course of action and monitor the data accordingly.
- Communicate and articulate a shared vision of learning that supports all students within a culture of dignity.
- Create and maintain a positive relationship with community, students and parents that promote active engagement based upon authentic partnerships and proactive communication.

- Make decisions with student interests in mind and placing high emphasis on the students' academic success.
- Form relationships and practices that maintain a safe, productive culture with fair disciplinary policies for all.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Assistant Principal/Dean of Students Supervisor

QUALIFICATIONS

Minimum: Master's Degree in school administration, education, or relevant degree; Evidence of successful experience as a classroom teacher; minimum of three completed years of successful classroom teaching experience. Missouri Teacher Certification.

Preferred: Ideal candidate will have a Missouri principal certificate and a minimum of five years successful classroom teaching experience.

Ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and the Board of Education. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, Board policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles, as needed. Keep information confidential when required by law, policy, or the nature of a particular situation

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction; Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Other Skills and Abilities: Identify needs and abilities of individual students and to adapt instructional methods accordingly; Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously.

Technology: Integrate technology into daily use; present information to students and staff using a variety of media; Access and present information from online sources in a manner that enhances presentation and instruction; Use district software for collecting information, creating reports and appropriate recording; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology use.

Physical Demands: An individual who holds this position must frequently move in and around the building and grounds to visit classrooms, attend meetings, and supervise bus loading and unloading and also be able to sit for an hour or more at a time. The position requires the ability to hear conversations in a noisy environment. Consistent and regular attendance is an essential function of this position. The individual who holds this position will be expected to attend Board meetings, student activities and events, and IEP meetings.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer