

DEAN OF STUDENTS

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and as a member of the school staff, shall provide support for a safe and effective learning environment, student achievement and small learning communities. Shall work with other District employees and parents in creating an overall school environment conducive to appropriate learning for the pupils in the District.

Professional Responsibilities

1. Compile data and perform basic accounting and business services as required.
2. Comply with state and federal guidelines regarding CPS, IDEA, and Education Code
3. Maintain personal standards of grooming compatible with the contract.
4. Maintain standard of promptness in carrying out assignments.
5. Maintain understanding of current educational trends and developments through professional literature, site and District meetings, and attending conferences
6. Meet obligations as specified by the Education Code and Board Policy.
7. Participate in Professional Learning Community work.
8. Participate in school and community-related activities such as staff meetings, School Site Council, PTA, special projects, etc.
9. Prepare accurate investigation reports. Maintain accurate paperwork and records for students assigned to caseload.
10. Share responsibility for effective operation of the school program.
11. Support and participate in District and school programs such as School Improvement, Title I, GATE and English Learners.

ESSENTIAL FUNCTIONS:

Support and Leadership

1. Assist in collecting and analyzing student data to determine appropriate behavioral and academic intervention plans.
2. Assist staff with developing and monitoring student behavior contracts.
3. Collaborate with staff members and social agencies to assess and help students and parents solve health, attitudinal and learning problems.
4. Communicate with parent/guardians through a variety of means in a timely manner.
5. Coordinate with counselors and community support services to ensure student success.
6. Organize and facilitate Small Learning Community/grade level team staff meetings.
7. Organize and implement Small Learning Community (SLC)/grade level team and schoolwide events.
8. Participate in, and/or lead, meetings such as Student Study Team, IEP, District Behavior Support Team, Student Attendance Review Board and Administrative Review Panel.

9. Plan and implement school procedures and routines that support learning and safety.
10. Provide and/or assist with instruction and coordination for, and supervision of, Associated Student Body (ASB) activities.
11. Work with classroom teachers to create and maintain effective classroom management plans.
12. Work with site principal to establish a climate that promotes fairness, respect, social development and responsibility.
13. Work with site principal to establish and maintain standards of student behavior needed to achieve a safe, orderly campus.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the Dean of Students may be assigned to:

1. Cooperate with District offices in distributing and collecting paperwork e.g., referral forms, surveys to facilitate communication and adhere to laws and policies.
2. Schedule assemblies and events.
3. Share in the sponsorship of student activities and participate in faculty meetings and committees.
4. Supervise students in class and out-of-classroom activities, including before and after school supervision, and evening events.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and classroom performance.

EXPERIENCE:

Three years teaching experience in a public school setting.

EDUCATION/CREDENTIALS:

Bachelor's degree, including all courses to meet credential requirements. Teaching credential as established by state and local governing boards. Master's degree in Education Administration or Education Leadership, and/or interest in pursuing administrative credential preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.