

**METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP**  
**JOB DESCRIPTION**

**JOB TITLE:** Warren Central Cohort Dean

**FLSA CLASSIFICATION:** Salaried employee

**WORK DAYS:** 200 days

**STANDARD HOURS PER DAY:** 8 hours per day

**WORK YEAR:** The work year for the cohort dean begins as outlined by district calendar.

**SALARY SCHEDULE & BENEFITS: REPORTS TO:** The Principal of Warren Central High School

**SUPERVISES:** Certified and non-certified staff as determined by the principal.

**GENERAL SUMMARY:** The Warren Central Cohort Dean will champion, lead and support his/her grade level cohort team in helping students develop and achieve academic and career goals by helping them cultivate good study habits, prepare for high school course success, understand the impact of grades and behavioral choices, and having a fulfilling high school experience. The Cohort Dean will also be an integral part in maintaining school safety.

**ESSENTIAL FUNCTIONS:**

1. Champion, lead and support your grade level cohort team and students. (Innovative Leadership Required!)
2. Demonstrated ability to motivate students to make good decisions and to teach behaviors that increase a student's ability to make responsible decisions.
3. Serve as a resource for Warren Central Staff, families and fellow cohorts to create a positive school climate that exemplifies excellence in all things we do academically and extracurricular while demonstrating sensitivity to the needs of others.
4. Proactively work with cohorts to support all students.
5. Effectively collect, monitor and use data to make informed decisions.
6. Champion, lead and support school-wide PBIS/MTSS.
7. Actively participate in school-wide supervision during school and at events.
8. Actively participate in school-wide emergency preparedness team meetings and implementation efforts.
9. Support grade level cohort by monitoring attendance and processing referrals, communicating with families about their students, as well as staff who need to be part of that support.
10. Collect walk-through data and evaluative pieces for certified and non-certified staff.
11. Lead bi-weekly, grade-level cohort meetings with academic coach, counselors, department chairs, and other members as assigned.
12. Actively participate in weekly leadership meetings as assigned by the building principal.

**NON-ESSENTIAL FUNCTIONS:**

Other duties as assigned by the building principal.

**SKILLS AND PROFICIENCIES:**

1. Exudes positivity and proactive/solutions-oriented approach to problem-solving.
2. Working knowledge of Indiana Code/Statute.
3. Ability to produce, analyze, interpret and summarize data.
4. Ability to interpret policy and procedures.
5. Working knowledge and understanding of graduation pathways and supports required to help all students find a successful plan for achieving their diploma.

6. Must possess excellent interpersonal skills.
7. Must possess strong writing and verbal communication/presentation skills.

**EDUCATION/EXPERIENCE:**

1. Five or more years teaching in public schools.
2. Leadership experiences with a proven record of having high expectations of students and supporting students to achieve at high levels.
3. Master's degree required.

**CERTIFICATES/LICENCE:**

Valid teaching and administrator's licenses.

**OTHER:**

The ability to perform the essential functions and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the Dean for Student Services involve a daily combination of office work, walking throughout the school building and grounds, and interacting verbally with staff, parents, and students. Running may be necessary on occasion.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person and via telephone is very important.

**ENRIVONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, disease, or pathogenic substances. However, the Dean for Student Services will occasionally need to supervise students outdoors, interact with students who are emotionally out-of-control, and drive his/her personal vehicle to make home visits.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.