

Alpena Public Schools
Employee Job Description

Position Title: **Dean of Students**

Department: Instruction

Reports To: Principal

Prepared By: Matt Poli

Date: August 5, 2014

Reviewed By: Joyce McCoy

Date: August 5, 2014

Reviewed By: Justin Gluesing

Date: March 21, 2017

Location:Alpena High School/TBJH

Unit/Group: AEA

FTE: 1.0

Job Classification: Salaried/Exempt

Job Summary:

The Dean of Students, under direction of the building principal, will work to instill a climate of student learning within a school emphasizing mutual respect and safety.

Duties and Responsibilities: *Other duties may be assigned.*

- Recommends, administers and enforces building policies and procedures related to attendance and discipline. Coordinate efforts to reduce absences with School Success and counseling staff.
- Actively leads anti-bullying initiatives within the school.
- Assist with the development of the master building schedule.
- Understands and applies due process in a considerate and dignified manner.
- Maintains disciplinary files. Exercises appropriate leadership in processing student behavioral problems including accurate record keeping as well communications with staff and parents.
- Assists with MTSS/PBIS initiatives and all testing including NWEA, MSTEP, and others. Takes a leadership role in progress monitoring and data reviews.
- Serve as online mentor for seat time waiver students when needed.
- Promotes high expectations and supports school initiatives to reward high achievement.
- Reports regularly to parents using a variety of strategies and is responsive to parental concerns.
- Uses positive and proactive techniques for improving student behavior and motivation.
- Organizes and coordinates academic intervention programs for students if needed.
- Assists in monitoring building entry/exit of students, transitions and lunch hours.
- Acts as a liaison with community agencies in regard to problems relating to drug and alcohol abuse, truancy, homelessness, mental health initiative and other social issues causing disciplinary action.
- Serves as a member of the administrative team when needed.
- Participates as needed in IEP, 504, and other student assistance meetings.
- Assists with the dissemination of information regarding student programs and activities to keep the various publics served by the school aware of school activities.
- Serves as liaison to after school programs related to student achievement and discipline.

- Assists in the planning, developing, and implementation of student behavior plans.
- Assists in the maintenance of the crisis management plan and school safety requirements.
- Acts as school leader in the absence of principals.
- Regular and reliable attendance.
- Follows all Board policies.

SUPERVISORY RESPONSIBILITIES: Supervises students

QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor of Arts/Science degree in education or related field. Minimum of 5 years of classroom teaching experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Teaching Certificate or Administrative Certificate preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions or concerns from administrators, teachers, community leaders, parents, students, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school or program objectives and the needs and abilities of students. Ability to establish and maintain effective relationships with students, peers, parents, and community members; skill in oral and written communication. Self-motivated; able to accept criticism and grow as the result. Demonstrated ability to operate a personal computer and related software, including spreadsheets, word processing, presentation software, and others. Ability to prepare and deliver reports and presentations to groups

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk (on level and unlevel ground), sit, climb stairs and talk or hear for extended periods of time. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be sufficiently mobile to effectively supervise and assist with students, including ability to escort or restrain students as needed. The employee is required to be computer literate and to have the energy to deal with multiple demands. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school or outside, where noise level may vary.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Classification: Salaried Exempt

Salary: Per AEA Master Agreement (+10 Days to be determined by Principal)

My signature indicates I have received a copy of this job description.

Signature

Date