



# Argyle Independent School District

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**Job Title:** Dean of Student Support

**Exemption Status/Test:** Exempt/Executive

**Reports to:** Campus Principal

**Pay Grade:** AP2

**Dept./School:** Assigned Campus and Level

**Duty Days:** 202

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## PRIMARY PURPOSE

The Dean of Student Support provides leadership in student behavior systems, campus culture, and student support programs under the direction of the campus principal. This role ensures consistent implementation of the campus behavior management plan, leads behavioral threat assessments, supports staff development related to behavior and classroom culture, and collaborates with instructional leaders to promote student achievement. The Dean also oversees the campus Section 504 process, supports instructional programming, and coordinates the campus MTSS process to identify and support at-risk students.

## QUALIFICATIONS

### Education/Certification:

Master's Degree in Education

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser, preferred

Valid Texas Teaching Certification, required

Valid Texas Administrator Certification, required

### Special Knowledge/Skills

Strong knowledge of behavior intervention strategies and positive behavior supports

Working knowledge of campus behavior management systems and practices

Working knowledge of threat assessment processes and protocols

Ability to evaluate instructional programs and teaching effectiveness

Ability to analyze and interpret student and campus data to inform decision-making

Ability to implement district policies and procedures with fidelity

Ability to collaborate effectively with staff, students, families, and community partners

Excellent organizational, communication, public relations, and interpersonal skills

### Experience:

5 years classroom teacher experience, required

Instructional leadership experience, preferred

Experience in student behavior management, campus leadership, or student services, preferred

## MAJOR RESPONSIBILITIES AND DUTIES

### Instructional and Behavior Management

1. Assist the campus principal with the overall implementation, effectiveness, and administration of campus behavior management programs; serve as the campus behavior coordinator and support assigned student activities and services.

## Argyle ISD

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2. Provide leadership in the identification, evaluation, selection, and consistent application of instructional and behavioral strategies, interventions, resources, and tools to increase student success.
3. Provide coaching, modeling, and professional development to staff to strengthen classroom management and foster a positive campus culture.
4. Provide instructional and behavioral support and feedback to ensure effective campuswide implementation of behavior systems and instructional practices.
5. Collaborate with campus leadership to analyze behavior data, identify trends, and determine targeted supports and interventions.
6. Assist in designing and delivering professional development based on data analysis and identified campus needs.
7. Meet regularly with teachers and administrators to ensure vertical and horizontal alignment of instructional and behavioral practices.
8. Support instructional and curriculum programming in collaboration with campus instructional leaders.
9. Assist with the MTSS program, including identifying at-risk students and coordinating early intervention strategies.
10. Assist with the campus Section 504 process, including coordination, documentation, and compliance.
11. Leads the campus Behavioral Threat Assessment Team, supporting identification, assessment, documentation, and intervention planning for students of concern in accordance with district protocols and state requirements.
12. Partner with counselors, special education staff, and administrators to support students with diverse learning and behavioral needs.
13. Communicate effectively with families regarding student behavior, interventions, and support plans.
14. Support campus safety protocols, student supervision, and crisis response efforts as needed.
15. Increase awareness of the school's guidelines and expectations for student learning and achievement among students, staff, and parents
16. Manage substitute teacher and other staff absences.
17. Perform other duties as assigned by the campus principal.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of assigned staff assigned including teachers, paraprofessionals, and custodians.

### **MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

All employees are to follow district safety protocols and emergency procedures.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.<sup>1</sup>

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Signature

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Date

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Print Name

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<sup>1</sup> Date Revised: 12/2025