THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

NOTICE OF VACANCY

TITLE: Dean of Student Affairs (Anticipated)

RESPONSIBLE TO: Building Principal, Vice Principal, and Superintendent of Schools

QUALIFICATIONS:
1. New Jersey Teacher Certificate.
2. Minimum of five years teaching experience.
3. Supervisor/Principal Certificate preferred.
4. Experience in crisis prevention and de-escalation strategies.
5. Strong organizational and self-management skills to handle multiple responsibilities.
6. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
7. Ability to maintain a positive learning environment
8. Strong interpersonal and communication skills.
9. Any additional qualifications required by the local Board of Education.
10. Must be a NJ resident under the NJ First Act.

GOALS/OBJECTIVES:
To assist the building administration in upholding the Student Code of Conduct, fostering restorative practices, strengthening character education, collaborating with staff members and parents, and supporting a safe and secure school climate that fosters the academic, social, and emotional development of all students.

1. Supervise students in all aspects of the school providing for a safe, secure, and well-maintained school.
2. Assist building administration in reviewing and processing discipline as per the Student Code of Conduct.
3. Provide student mediation opportunities and conflict resolution strategies.
5. Analyze discipline data for PBSIS to identify Tier 2 & 3 students.
6. Develop strategies and interventions to support the success of identified Tier 2 & 3 students.
7. Support teachers and staff with student behavioral challenges.
8. Support the building administration to work with parents/guardians, teachers, and the community to promote the effective flow of communication.
9. Collaborate with PBSIS Team to support student incentives and activities.
10. Collaborate with parents/guardians and guidance/CST to develop individual student Behavior Improvement Plans.
11. Attend I&RS, IEP, 504 meetings, etc., to assist in the development and implementation of academic and behavioral intervention plans.
12. Collaborate with parents/guardians during the student re-admittance conference process.
13. Attend and participate in Student Discipline Hearings.
14. Review attendance data and hold monthly Attendance Team meetings, to develop strategies and incentives to improve student attendance.
15. Generate and maintain accurate discipline records.
16. Assist building administration with morning, lunch/recess, and dismissal supervision.
17. Assist building administration with the Master Schedule creation and implementation.
18. Assist building administration with monthly fire and emergency drill logistics.
19. Assist the District School Safety Specialist as needed on safety initiatives.
20. Assist the Anti-Bullying Specialist with Harassment Investigation and Bullying investigations, as needed.
21. Perform other duties as assigned by the building administration and/or the Superintendent.

**SALARY:**
According to the contractual salary guide between City of Burlington Education Association and City of Burlington Board of Education

**EFFECTIVE:**
September 2023 and upon approval of the Board of Education
Ten (10) Month Position

**APPLICATION:**
Please note that only electronic applications through AppliTrack at: https://www.burlington-nj.net/ (Employment/Applitrack) will be accepted and considered.

Applications will be accepted until the position is filled.

**PLEASE POST**
CITY OF BURLINGTON BOARD OF EDUCATION
IS AN EQUAL OPPORTUNITY EMPLOYER