

Dean of Students – Full-Time 1.00 FTE Position

General Summary or Purpose of Job:

Assists the building principals in the areas of educational leadership. Ensures safety, positive behavior, good attendance, citizenship, and an educational climate where all students can succeed.

Skill Requirements

- Ability to work closely and positively with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; knowledge and sensitivity to diversity issues.
- Considerable skill in improving the climate of a school by increasing student achievement and addressing disciplinary issues.
- Excellent organizational, and verbal and written communication skills.
- Demonstrated leadership and collaboration skills.

Knowledge Requirements

- Experience with PBIS
- Restorative Learning and practices.
- Student behavior modification techniques.
- Adolescent development, learning styles, and motivation.
- Teaching and learning.
- Conflict resolution and mediation.
- Creating a positive school climate.
- Demonstrated knowledge of technology and school reform.

Essential Duties:

- Maintains a safe and orderly school. Addresses issues of student behavior and attendance utilizing the District discipline and attendance policies and other available programs in the school or in the community. Communicates with parents or guardians regarding student behavior and attendance. Develops necessary interventions by analyzing needs, and by working with staff.
- In conjunction with the building principal, works as a member of the leadership team to support the necessary school functions. Coordinates the work of supervisory paraprofessionals. Communicates regularly with the principal, completes administrative responsibilities, and serves as the building contact in the absence of the principal.

Preferred Experiences:

- Working with students, parents, communities, socioeconomic classes, racial/ethnic groups and students who receive special services.