



**2025-2026 School Year
Internal/External Posting
Posted: August 18, 2025**

Position: Dean of Students and Behavior Interventionist (partially grant funded)

Location: Atherton Elementary

Qualifications:

- Bachelor's degree in Education required; Master's degree in Educational Leadership and preferred.
- A minimum 3 years of teaching experience at the elementary level.
- Experience leading school-wide initiatives with successful implementation.
- Knowledge of Positive Behavior Support (PBIS) initiatives, Trauma Informed Practices, Restorative Practices, Attendance Works and Multi-Tiered System of Supports (MTSS).
- Proven ability to implement effective behavior interventions for both small groups and individual students.
- Strong communication and collaboration skills with teachers, administrators, and parents.

SUMMARY:

The Dean of Students & Behavior Interventionist supports a safe, respectful, and productive learning environment by addressing attendance and behavior issues that interfere with student learning. This role helps students develop strategies to build positive relationships with peers and adults, supports them in overcoming challenges, and works to improve overall school success. This position plays a critical role in fostering a positive school climate and ensuring every student has the opportunity to thrive academically and socially.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Student Supervision & Safety

- Provide active supervision during student arrival, throughout the school day, and during dismissal until all students have exited or been picked up.
- Monitor safety in hallways, classrooms, cafeterias, gymnasiums, common areas, playgrounds, exterior perimeters, and parking lots.
- Implement safety protocols and emergency procedures as directed by the Board of Education and Superintendent.



Proactive Behavior Management

- Collaborate with the principal and staff to provide whole-child support.
- Coordinate schoolwide PBiS Team and monitor implementation of strategies.
- Facilitate and participate in restorative circles and restorative conferences.
- Use behavior and well-being data (WSCC, SRSS, etc.) to identify needs and develop targeted interventions.
- Ensure behavior practices are fair, equitable, and aligned with school policies.
- Address and resolve disciplinary issues both inside and outside the classroom.
- Implement and monitor individual and small-group behavior support plans.
- Coach staff on effective behavior management strategies.

Attendance Monitoring & Intervention

- Develop, implement, and monitor attendance contracts/plans.
- Maintain electronic records of interventions and share updates with administration.
- Communicate with parents/guardians through multiple channels regarding attendance concerns.
- Partner with the GISD Attendance Task Force for intervention.
- Attend truancy meetings, conduct home visits, and, when necessary, file Educational Neglect or Truancy Petitions in Family Court.
- Attend court proceedings as required.

Behavior Contracts & Intervention Plans

- Create, monitor, and adjust Behavior Contracts (BCs) or Behavior Support Plans for general education students in collaboration with students, parents, and teachers.
- Ensure staff are aware of and implement all Behavior Contracts and Support Plans.
- Participate in the development, monitoring, and modification of Behavior Intervention Plans (BIPs) for students with IEPs.

Academic Support & New Student Transition

- Monitor student achievement and identify connections between behavior and academic performance.
- Build systems to support both behavioral and academic success.
- Plan and facilitate new student enrollment meetings, share relevant information with staff, and coordinate necessary behavioral assessments.
- Contact previous schools when needed to gather additional student background information.

Family & Community Engagement



- Conduct and document home visits to address attendance, achievement, and behavioral concerns.
- Build strong relationships with families and connect them to community resources.
- Maintain accurate and up-to-date student and family contact records.

School & Community Involvement

- Chaperone school events, including dances, family nights, graduations, and special programs as assigned by the principal.
- Attend building and district meetings such as staff meetings, school improvement, MTSS, MICIP, RULER, child study, and expulsion hearings when requested.
- Participate in open houses, conferences, and other family engagement events.

Professional Growth & Organizational Responsibilities

- Attend professional development to remain current on best practices.
- Implement policy and procedural changes as directed at the district, state, or federal level.
- Maintain accurate and timely discipline, attendance, and intervention records in Synergy, EWMS, and other data systems.
- Perform other duties as assigned to support the mission and goals of the school.

Direct Supervisor: Jane Fonger, Atherton Elementary Principal
3354 South Genesee Road
Burton, MI 48519
810-591-0604

Application Procedure: Apply for the above position by submitting an application online at: www.applitrack.com/gcaps/onlineapp

Start Date: Immediate

Application Deadline: Until Filled