

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

SECONDARY DEAN OF STUDENTS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree in Education or related area from an accredited educational institution.
- (2) Master's Degree in Education Leadership from an accredited educational institution preferred.
- (3) Five (5) years teaching experience preferred.
- (4) Secondary education or Dean experience preferred.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret, and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Knowledge of District policies pertaining to attendance, student discipline, curriculum and testing. Skill in decision-making and management. Ability to analyze and use data. Knowledge of the School Board approved Code of Student Conduct. Ability to communicate orally and in writing, with parents/guardians, school/District personnel and the public. Ability to maintain confidentiality. Ability to use a computer and various District software programs. Ability to apply principles of group dynamics, conflict resolution, and problem solving. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal or designee

JOB GOAL

To assist school administration in maintaining a positive learning environment in support of students while ensuring a safe and secure environment which is conducive to learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Understand the Code of Student Conduct, School Board policies, and Florida Statutes as they relate to student discipline.
- *(2) Assist school administration in establishing campus safety procedures and protocol.
- *(3) Thorough knowledge of the proper procedures when conducting student investigations.
- *(4) Work with school administration to establish short- and long-range plans based on student needs as well as school, District, and state priorities.

Administrative/Management

- *(5) Assist school administration in administering and interpreting school board rules/policies, the Code of Student Conduct, and procedures relating to student conduct.

Board Approved: 06/14/24

SECONDARY DEAN OF STUDENTS (Continued)

- * (6) Conduct thorough, detailed student investigations.
- * (7) Assist school administration in the supervision of students before and after school.
- * (8) Establish and follow procedures for appropriate intervention in accordance with District, and state laws, rules, and policies.
- * (9) Use District technology and relevant software resources effectively.

Intervention/Direct Services

- * (10) Work with students requiring interventions, assist in problem solving, utilize effective behavior modification techniques, and assign appropriate disciplinary consequences as warranted for infractions of school rules.
- * (11) Assist school administration with prevention programs.
- * (12) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- * (13) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.

Collaboration

- * (14) Consult with students, parents, teachers, and other school staff to assist in meeting the needs of students.
- * (15) Collaborate/coordinate with ESE and School Counselor personnel when appropriate.
- * (16) Assist school administration in providing any other necessary services which will give the optimal education for students.
- * (17) Work effectively with parents/guardians.

Staff Development

- * (18) Provide information to and/or in-service for teachers, administrators, and other school staff.
- * (19) Keep abreast of current trends in secondary education and maintaining positive learning environments for students.
- * (20) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.

Professional Responsibilities

- * (21) Maintain professional and ethical standards as outlined by The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- * (22) Maintain and promptly submit accurate, complete, and correct records as required by law, District policy, and administrative guidelines.
- * (23) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain an individual who poses an imminent safety risk to self or others as a temporary safety measure.

SECONDARY DEAN OF STUDENTS (Continued)

Job Description Supplement 04

TERMS OF EMPLOYMENT:

Instructional	Pay Grade	Secondary 196 days worked per year (10 months)
FLSA Exempt		

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.