PROFESSIONAL STAFF POSITION

TITLE: Dean of Student Academics and Discipline

QUALIFICATIONS:
1. Valid New Jersey Principal or Supervisor Certificate (Preferred)
2. Minimum of 5 years demonstrated successful teaching experience, social worker, or school psychologist at the PK-12 level.
3. Experience working effectively with at-risk student populations and prioritizing the needs of students and families.
4. Ability to create and sustain strong, positive relationships with students, staff, and families.
5. Understanding of strategies to improve schools, ability to build strong classroom environment and positive contribution to school culture, drive classroom and school change, build strong relationships, and influence/develop others.
6. Ability to effectively communicate with students, staff, parents, and community members.

REPORTS TO: Building Principal

JOB GOAL: The Dean of Student Academics and Discipline has the primary responsibility for providing academic, social, emotional, and behavioral support services to students and staff. The main roles are to provide leadership and support towards students' academic growth, ensuring the effective delivery of the instructional program.

RESPONSIBILITIES AND DUTIES:
1. Oversee matters related to student social and emotional growth and development as outlined in the student Code of Conduct and Course Guides.
2. Assist the administrative team in the implementation of a positive, inclusive, safe learning environment with high expectations for all.
RESPONSIBILITIES AND DUTIES: continued

3. Works with teachers, school counselors, and related service personnel to identify skills and strategies to assist student(s) having difficulty meeting behavioral expectations, and/or to enrich their academic cognition.

4. Conduct professional development for staff and students on conflict resolution, collaborative problem solving, restorative practices, and individualized appropriate interventions.

5. Coordinate and maintain follow-up on student attendance issues as they relate to the attendance policy.

6. Coordinator with parents to implement effective behavioral strategies between home and school connections.

7. Analyze data and information and organize and present data to develop action plans and professional learning.

8. Confer with parents, teachers counselors, student service personnel, and students on student well-being.


10. Additional duties as assigned by the Principal or designee.

The list of responsibilities and duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.

TERMS OF EMPLOYMENT:  The board appoints upon recommendation of the Superintendent. Salary determined by the board is consistent with the negotiated agreement with the Linden Education Association. Work – Year 10 months.

EVALUATION:  The performance of this job will be evaluated annually in the employee’s summative evaluation in accordance with state law and the provisions of the Board’s policy on the evaluation of certified staff.