



Job Posting

Dean of Students (Grades 3rd & 4th)

Internal & External Candidates Accepted • Location: Herrick Park & Patterson ILC

Immediate Supervisor: Building Principal

Job Summary:

The Dean of Students works closely with students, teachers, and parents to build and maintain a positive, safe school climate and culture that promotes character and academic growth.

Duties/ Responsibilities:

- Assist in creating a positive school environment conducive to teaching and learning.
- Serve as a resource for staff dealing with classroom management issues and student discipline.
- Support the principal with the responsibility of protecting the health and welfare of students.
- Aid in developing and implementing student behavior expectations, plans, and interventions.
- Respond to and resolve parent concerns and complaints.
- Assist in maintaining the crisis management plan and school safety requirements.
- Effectively and consistently communicate and interact with staff and students.
- Attend all mandatory staff meetings, events, or trainings
- Other duties as assigned by the building Principal

Required Skills/Abilities:

- High moral character, integrity, and strong interpersonal communication skills
- Must be able to read, write, and speak English
- Proficient in Microsoft Office and Google
- Excellent verbal and written communication skills.
- Ability to facilitate and participate in collaborative processes

Education/ Experience:

- Bachelor's degree in a related field
- Valid MI teaching certification
- Experience working with young students and teachers preferred
- Demonstrated success working with classroom management and student discipline issues

Physical Requirements:

- Prolonged periods of working on a computer
- Must be able to move intermittently throughout the work day with frequent, prolonged standing/walking/sitting
- Must be able to see, hear, and move intermittently or use prosthetics that will enable you to function adequately to ensure that the requirements of this position can be fully met

Terms of Employment:

Full-time position. Compensation to commensurate based on education and experience.

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