

**Monticello Public Schools  
ISD #882  
JOB DESCRIPTION**

**Position Title: Dean of Students (Secondary)  
/MTSS Instructional Support**

**Department: Assigned Building**

**Reports To: Building Principal**

**Date: August 2025**

**Approval: Director of Human Resources**

**Exempt Status: Exempt**

**Unit: Faculty**

**Employment Status: 1.0FTE**

**JOB SUMMARY:** Under the supervision of the building principal, the Dean of Students/MTSS Instructional Support will provide student social, emotional, behavioral, and academic support while promoting a positive school climate and culture. This position will work with students, staff, and families to create proactive systems of support that foster both academic and behavioral success. In addition to student discipline and attendance oversight, the Dean will play a key role in supporting the implementation of Multi-Tiered Systems of Support (MTSS), contributing to curriculum implementation, data-driven instruction, and intervention planning. Inherent abilities for the position include strong communication skills to facilitate connection and the sharing of ideas in multiple formats with diverse audiences. The Dean of Students and MTSS Instructional Support must possess the ability to reason, interpret, and analyze information to generate new knowledge and understanding in both student support and instructional practice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**40% - Student Attendance and Behavior:**

- A. Establish and maintain student control and discipline throughout the building and school premises by communicating expectations and appropriate behavior.
- B. Communicate frequently with all staff, certified and non-certified.
- C. Support implementation of student behavior interventions.
- D. Provide Student Handbook education.
- E. Assist with daily discipline issues for students.
- F. Mediate student-to-student conflicts.
- G. Monitor school hallways, recess, and cafeterias.
- H. Communicate with parents, principal, school resource officer, student support staff, outside agencies, and other professionals regarding academics and behavior.
- I. Monitors attendance of all students.
- J. Maintain accurate and complete attendance records including tardies, absence notices and appeals, truancy filing, attend truancy diversion meetings.
- K. Initiate appropriate communication when attendance policy violations occur.
- L. Comply with district and county guidelines regarding educational neglect and/or truancy.

**30% - Instructional Support:**

- A. Leads our Data Study Team and supports the MTSS process within the building.
- B. Support curriculum implementation.
- C. Participate in Instructional Leadership, Data Study, and PLC Meetings.
- D. Proactively work with equity and culturally responsive methods to engage students and families.
- E. Provides expertise and support regarding the needs of students.

**20% - Managerial Support**

- A. Serve as Admin Representative at IEP meetings, School Assessment Coordinator, and Crisis Team member.
- B. Hire, train, and evaluate non-certified staff as directed.
- C. Collaborate with the student transportation company.
- D. Assist in scheduling, set-up, and implementation of parent-teacher conferences, back-to-school orientation, and other school events.

**10% - Program/Activities Support**

- A. Manage selection and training of school patrol members.
- B. Assist in coordinating school assemblies, activities, programs, concerts, and events.

Perform other duties as assigned.

**WORK REQUIREMENTS AND CHARACTERISTICS:**

**Education and Certification Requirements:**

- A. Current teaching license.
- B. Valid Driver's License.

**Education and Experience:**

- A. Minimum of three (3) years of successful teaching experience preferred.
- B. Experience leading a program or group toward a common goal preferred.
- C. Experience and training with CLR (Culturally Linguistically Responsive) methods (or similar) required.
- D. Experience in working with diverse groups, leadership teams, addressing inequities and supporting change and transformation in systems preferred.
- E. Administrator License or current participation in Admin licensure program preferred.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operate office equipment as needed.
- Advanced computer hardware and software skills.
- Use multiple applications for work processing, record keeping, online instruction and communication, student assessment, presentation, and others.

**Essential Competencies Required to Perform the Work:**

- Thorough understanding of educational pedagogy and best practices.
- Ability to function cooperatively and collaboratively with colleagues and educators.
- Ability to reflect on and continuously improve practices in response to coaching.
- Ability to adapt to and work with a variety of school contexts.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Effective written and verbal communication skills.
- Ability to work effectively and efficiently across agencies and partnerships, both individually and as a team member.
- Ability to show initiative in resolving problems.
- Ability to assume responsibility, be well organized, execute initiatives from directives and approved self-initiatives.
- Ability to build open, honest, and trustworthy relationships with people of various personality styles and behaviors, both internally and externally.

- Ability to conduct oneself in a professional and customer service-based manner.

**Working Conditions:**

- Exposure to students and many adult staff.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Some office organization and event set-up/tear-down is required. This would require the ability to move and lift 30 lbs., stand for extended periods of time and carry items a short distance as necessary.

**Physical Requirements:**

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit			X	
Use of hands dexterously		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch/crawl		X		
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically lift or carry:				
• Up to 10 pounds				X
• Up to 25 pounds		X		
• Up to 50 pounds		X		
• Up to 75 pounds	X			
• Up to 100 pounds	X			

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*