



Nye County School District - Human Resources

Job Description

Title: Dean of Students	Classification: Administration
FLSA Status: EXEMPT	Terms of Employment: 212 days, 8 hours per day

JOB GOAL: The goal of this position is to assist the principal in all assigned activities at the school site with primary responsibility in the areas of discipline and attendance, along with supporting curriculum, instruction, assessment, and accountability. This position will be part of an educational system focused on developing the skills and talents of all students through rigorous learning experiences, supportive relationships, and relevant real-life applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCASA.

1. Monitor student behavior in compliance with NCSD policies and regulations, appropriate student activities procedures, Nevada School Law, and the individual school policy.
2. Maintain discipline by dealing consistently, fairly, and effectively with teacher-generated classroom referrals, communicating effectively with teachers, and dealing effectively with inappropriate behavior outside the classroom.
3. Maintain accurate and complete records of disciplinary matters and prepare all appropriate paperwork for student referrals to the District Disciplinary Hearing Officer/Designee.
4. Fulfill attendance responsibilities by enforcing compulsory attendance laws and regulations, responding to teacher concerns/referrals concerning tardies/attendance problems, initiating referrals to the NCSD attendance program, and serving as liaison between the school and the attendance office.
5. Identify students for and make referrals to appropriate community agencies.
6. Serve as liaison and work effectively with the Transportation Department.
7. Work effectively with students, parents, and other school personnel to resolve problems regarding academic and behavioral issues.
8. Maintain effective relationships with representatives of law enforcement and social welfare agencies.
9. Supervise assigned aspects of the curricular/extra-curricular programs, including athletic and social activities, student government, assemblies, contests, etc.
10. Perform the management activities associated with the position of dean.
11. Lead, direct, and supervise assigned staff, while maintaining sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
12. Perform other related duties and functions as assigned.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
2. Knowledge of community needs, problems, and personalities of organizations, and the relationship of these to the educational program.
3. Understand and accommodate the needs of the various cultural and ethnic groups in the school and community.
4. Understand and accommodate the needs of students and staff with disabilities.
5. Possess effective interpersonal skills.
6. Possess excellent communication and collaborative skills.
7. Possess outstanding organization skills.
8. Demonstrates ability to be highly motivated and enthusiastic.
9. Ability to work cooperatively with students, parents, school and administrative personnel, and

- representatives of community organizations and agencies.
10. Ability to assist with the administration of a secondary school in conformity with Board policy and administrative regulations.
 11. Ability to utilize and promote participatory management techniques.
 12. Ability to be an instructional leader with knowledge of technology.
 13. Ability to communicate clearly, both orally and in writing.
 14. Familiar with and understands FERPA, and HIPAA, and other confidentiality guidelines in the educational setting.
 15. Familiar with and assists with the implementation of all district policies and administrative regulations as related to specific assignments.
 16. Recognizes and reports hazards, and conforms to safety standards as prescribed.
 17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
 18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university in Administration
2. Successful administrative experience preferred
3. Minimum of five (5) years classroom teaching experience in a school system

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Approved by: 
Superintendent

8/19/25
Date



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015