

JOB DESCRIPTION
Puyallup School District
CMT – Dean of Students

Dean of Students

Purpose Statement

The Dean of Students role complements the existing school administrative team in fostering a positive and safe school environment that promotes student development. This position assists the administrative team in maintaining school safety, enforcing attendance policies, managing student discipline, and supporting facility management to ensure an optimal learning environment. The Dean of Students works closely with students, families, staff, and community partners to enhance student success and address social-emotional and academic needs.

Essential Functions:

- Manages student discipline referrals promptly and fairly, maintaining accurate records
- Collaborates with individual students and their families to establish appropriate behavior expectations and interventions
- Monitors and support efforts to improve student attendance, working closely with students, families, and staff
- Utilizes data effectively to assess student needs, communicate with stakeholders, and implement appropriate interventions
- Assist the administrative team in overseeing campus supervision and event management
- Supports the mission and vision of the district when it comes to directives and curriculum.
- Attends to and commits to time-sensitive projects
- Maintains accurate records including principles of practice, communication, and scheduling
- Attends various professional development opportunities, including in district and out of district offerings
- Builds and maintains relationships with district administration through various yearly meetings
- Travels to multiple schools throughout the district
- Hires, evaluates, and disciplines department staff
- Performs other related duties as assigned by the Principal or District administration

Qualifications Required:

- Valid state certificated staff endorsement required
- Master's degree in Educational Administration preferred
- Five (5) years of experience as a classroom teacher preferred
- Experience as an Assistant Principal or Principal preferred
- Valid state certificate to practice as a school administrator preferred

Knowledge, Skills, and Abilities:

- In-depth knowledge of district policies, procedures, federal and state laws, regulations, and standards related to the educational environment
- Familiarity investigative procedures
- Understanding of labor relations and employment law
- Strong skills in defusing emotionally charged situations and conflict resolution, making timely decisions
- Proficiency in managing emergency situations effectively

- Excellent communication skills, including the ability to resolve concerns and engage with parents, students, and staff
- Ability to develop, implement, and evaluate departmental policies and programs based on best practices
- Creative problem-solving skills to address complex issues with effective solutions
- Proficiency in budget management
- Effective oral and written communication skills with diverse groups of people
- Ability to establish and maintain positive relationships with school and district staff, students, and community groups
- Commitment to maintaining confidentiality
- Strong attention to detail, ability to meet deadlines and schedules
- Capacity to work under pressure in a high-stress environment and adapt to frequent interruptions
- Strong research, interpretation, and analytical skills relevant to assigned responsibilities
- Proficiency in utilizing computers, software, and technology to support school operations, with a willingness to learn new tools

Working Environment:

The Dean of Students position requires physical demands such as lifting, reaching, carrying, pushing, pulling, walking, and bending. Approximately 40% of the time is spent sitting, 30% walking, and 30% standing. The majority of the work is performed indoors with minimal temperature variations. However, some outdoor time may be required, subject to changing weather conditions and potentially uneven/slippery surfaces.

Licenses/Special Requirements:

Criminal Justice fingerprint clearance, Washington State teaching, ESA or School Administrator certificate, Valid Washington State Driver's License