

Chester, Deep River, Essex, Region 4 Schools, and Regional Supervision District



Middle School Dean of Students, 7-8

JOB SUMMARY:

The Middle School Dean of Students is a ten (10) month position responsible for monitoring and enhancing the quality of student life in the middle school including student activities, academic supports and interventions, and addressing student behavior.

SUPERVISOR: The Dean of Students works under the supervision of the Principal.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES (.6):

- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Supervises and evaluates the performance of certified and non-certified staff;
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; recommends disciplinary consequences to principal.
- Supervises students on campus before and after school; monitors students during lunch, passing time, and other activities.
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Participates as needed in PPT and 504 Meetings.
- Participates in interviewing, selecting, hiring, and supervising personnel involved with a variety of student activities.
- Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
- Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; plans and debriefs emergency drills; updates the school safety plan.
- Works with considerable independence, establishing priorities within work assignments.
- Performs other duties as assigned.

SCHOOL INTERVENTION LEADER DUTIES AND RESPONSIBILITIES (.4):

- Tracks the use of academic and behavioral intervention services.
- Provides professional development to ensure that teachers are knowledgeable regarding intervention program components and understand the instructional implementation of the interventions.
- Coordinates the collection of accurate and applicable data relating to student learning/behavior and the effectiveness of intervention strategies.
- Supports the development of a strategic set of intervention systems/supports and ensures timely access to interventions based on student need.
- Participates in collaborative department meetings (professional learning communities) to assist in the analysis and utilization of assessment data to improve student achievement.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED:

Knowledge of the middle level learner and the developmental needs (academic, social, and emotional) of adolescent students.

Knowledge of best practices in evaluating and promoting a safe school climate

Knowledge of best practices MTSS

Skilled in fostering positive relationships with all stakeholders in the school community

Strong managerial and leadership skills required.

CERTIFICATION:

K-12, 7-12, 6-8 Teaching Certification

092 Administrative Certification Required

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.