

POSITION:

Dean of Students (Secondary)

MINIMUM QUALIFICATIONS:

1. Possess a valid K-12 Administrator Certificate or willingness to earn the certification within the state allowed 3-year period
2. Possess a valid Secondary Michigan Teaching Certificate
3. Must have a minimum of five (5) years of successful teaching experience at the secondary level
4. Such alternatives to the above qualifications as the Taylor School District may find appropriate and acceptable.

DESIRED QUALIFICATIONS

1. Assisting the Principals in enforcing policies, rules, regulations, directives and communicating information issued by the Principal.
2. Counseling and guiding students in all phases of their educational development while at school and at extra-curricular activities.
3. Support students in creating a positive school culture through the use of PBIS and Restorative Practices.
4. Administering student discipline as assigned.
5. Compiling and maintaining accurate records and reports on student discipline, attendance, and athletics.
6. Counseling and advising the Principal and the building staff in planning school functions and activities.
7. Work with students both one-to-one and in small groups focused on academic and behavioral interventions.
8. Collaborate with students, families, and staff on implementing individualized plans to support student success.
9. Build and maintain relationships with students and their families to ensure students meet the goals outlined in behavior plans.
10. Awareness of the physical, social, emotional and academic development of children.
11. Familiarity with culturally responsive practices and pedagogy.
12. Awareness of conflict de-escalation techniques.
13. Awareness of trauma informed & resilience practices.
14. Work with the administrative team to help students navigate and resolve conflict.
15. Willingness to participate in on-going professional development related to job responsibilities and methods of supporting students.
16. Provide targeted follow-up and support to students with identified behavioral concerns and academic challenges.
17. Support the collection and review of data related to student discipline and interventions.
18. Attend a portion of school curriculum and athletic events.
19. Advise and counsel the Principal and staff in developing and promoting good home and school relations and understandings.
20. Active student supervision throughout the day
21. Provide active supervision of students throughout the school day including arrival, dismissal, lunch, and recess.
22. Become acquainted with new ideas, approaches, & developments and recommend changes.
23. Administer and implement building safety and security procedures and policies.
24. Self-motivated to problem solve and creative in resolving school based issues.
25. Assist with testing coordination and other curriculum matters as directed by the Principals.
26. Perform other duties as assigned.

RATE OF PAY:

Per TPA Contract {2022-2024}: Salary Range: \$80,000. - \$90,000.

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED

APPLICATION PROCEDURE:

- **External Candidates:** You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:
<https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=25974>
- **Internal Candidates:** You will be responsible for providing all requested information which includes but is not limited to letter of interest, resume, current telephone number where you can be reached, evidence of meeting the minimal qualifications, i.e. copies of diplomas, education transcripts, certifications and licensure. The Taylor School District will not retrieve or copy information from your official personnel file. It is the applicant's sole responsibility. If necessary, the employee should make the needed arrangements in order to review their personnel file and obtain any copies to include with their application materials. All materials can be sent to the following:

Patricia A. DeLaTorre, Exec. Dir. HR/LR
Attn: Assistant Principal for West Middle School
Taylor Board of Education
23033 Northline Road
Taylor, MI 48180

All materials received relative to this posting become property of the Taylor School District.

DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL THE POSITION IS FILLED

The Taylor School District does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in employment or any of its programs or activities.