

St. Martin Parish School District

Revised 7/17/2024

Job Title:	Dean of Students	Reports To:	Principal			
Supervises:	Students, Paraprofessionals, teacher helpers, volunteers, student teachers (when assigned)	HR Contact	Julie Laviolette			
Location:	_____ Sr. High School	Level/Salary Range:	9-Month Certified Salary Schedule PERFORMANCE			
EVALUATION:	Educator evaluation annually pursuant to: BESE Bulletin 130					
Qualifications and Education Requirements	College degree, valid Louisiana Teaching Certificate in the assigned areas of instruction pursuant to BESE Bulletin 746. Five years of successful teaching experience.					
JOB DESCRIPTION:						
To lead and supervise students toward realizing their intellectual, emotional, and psychological potential and to perform tasks which may be necessary for the efficient operation of the school. To help students resolve such non-academic problems that may interfere with their getting the greatest benefit from the school's educational opportunities and to help them achieve the fullest benefits from the school's programs, services, and offerings.						
ROLE AND RESPONSIBILITIES:						
<ol style="list-style-type: none"> 1. Fulfill all duties traditionally expected of those in the teaching profession. 1. Shares with the Principal the responsibility for protecting the health and welfare of students 2. Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken 3. Confers with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare 4. Works with community and government agencies on problems relating to drug abuse, and truancy from school 5. Assists in developing any administrative practices dealing with campus control and security 6. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school 7. Confers with and makes appropriate referrals to psychologists, social workers, and other personnel 8. Assists with campus supervision 9. Designs and implements a professional growth plan 10. Performs all such other duties assigned by the superintendent and/or principal to whom he or she reports 11. Serve on special committees (e.g., 504, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required. 12. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to: <ol style="list-style-type: none"> a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions. b. Ensure plans for all club functions conform to school and district policy. c. Enforce the applicable student dress code at all official club functions. d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board. e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board. f. Be present and on time for all official club functions and transportation to and from events as assigned by the School Principal. g. Comply with all state and national governing board rules, where applicable. h. Maintain equipment and facilities related to the assigned club or organization. 13. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events, parent teacher conferences and school orientation-no more than six times per school year. High school staff must attend high school graduation. 14. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers. 						
PROFESSIONAL RESPONSIBILITIES:						
<ol style="list-style-type: none"> 1. Maintain professional personal appearance and demonstrate respect for colleagues. 2. Attend work regularly; report to work on time; and provide advance notice of need for absence. 3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision. 4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment. 5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment. 6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board. 7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility. 						

8. Report to the St. Martin Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the principal/supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:

- (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
- (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
- (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

- (3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name:		Employee Signature:	
		Date:	
Approved By: Employee Signature:		Date:	