



Job Description

Position Title:	Dean of Students
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Function:	Instruction
Family:	Instructional Support
Reports to:	Campus Principal

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$63,420	Mid-Point Salary:	\$77,053
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	210	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Use significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Dean of Students is responsible for coaching teachers in the areas of developing a positive educational oriented classroom environment and setting behavioral expectations with students. The support provided by the Dean of Students is centered around instructional practices, relationships with students, classroom management, school culture and discipline; and encompasses the classroom as well as the overall campus environment. The Dean of Students has a sense of urgency about the need to improve student achievement through rigorous instruction and joyful culture in high-functioning schools.

Essential Functions / Key Responsibilities

1. Reinforce the effective use of a school-wide behavior plan, including managing the school's behavioral management systems.
2. Ensure that behavioral expectations and school culture standards are met outside of the classroom as well as inside, including establishing and monitoring bus behavior/culture as well as cafeteria/mealtime behavior and culture.
3. Ensure that the physical environment of the school reinforces a positive, structured school culture and facilitates student achievement and inclusivity.
4. Be visibly present during school hours; circulate proactively throughout classrooms and hallways during the day to gain valuable context on student behavior and help support positive school culture
5. Model the school's values and the standard for professional behavior; ensures the school has an exceptional school culture.
6. Implement behavior incentive systems for individual scholars and for grade levels.
7. Supervise breakfast, lunch, in-between class transitions, enrichment, and dismissal, making sure students are always where they are supposed to be and ensuring a professional school culture at these times.



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8. Manage middle school after school detention. Manage any and all during and after school incentive/reward and discipline systems with students.
9. Keep accurate student discipline records, document all conferences, suspensions, and phone calls for behavior. Document, input, and log all discipline referrals
10. Participate in ARD meetings and weekly Student Support Team meetings.
11. Participate in summer home visits highlighting the responsibilities of parents, teachers and students in building a positive school environment.
12. Provide coaching and support for teachers to create a positive structure and inclusive environment in their classrooms. Act as a resource in their instructional practice, as it relates to relationships with students, classroom management, school culture, and discipline.
13. Proactively address student behavior and support teachers and other staff in dealing with behavioral crisis-intervention and acute behavioral issues.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience
- 5+ years of progressive experience in education or related field
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's degree from an accredited college or university
- 2+ years of experience in School Leadership, Assistant Principal, or Dean experience

Knowledge, Skills & Abilities

- A demonstrated passion for urban education and closing the achievement gap
- Proven track-record of building efficient systems and processes
- Ability to foster strong working relationships with individuals at all levels across an organization
- Strong attention to detail as well as proven project management and project execution skills
- Excellent written and oral communication skills
- Ability to work efficiently, intensely, and within an entrepreneurial environment
- Demonstrates a positive work ethic
- Demonstrates innovative approaches in creating educational environment

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)



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Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: