



TALENT MANAGEMENT

Job Description

Job Title:	Dean of Students
Position Title:	Dean of Students – Campus Assigned
Function:	District Management
Family:	Campus Administration

Campus:	Campus Assigned	Pay Grade:	W4
Reports to:	Campus Principal	FLSA Classification:	Exempt
Terms of Employment:	<ul style="list-style-type: none">• 11 months/215 days• Non-Chapter 21 contract• Salary is on Administrative Program JG 4 on the SAISD Compensation plan. The entry level annual salary is \$56,305.20 with consideration for directly related experience.• This position is grant funded; therefore, annual employment is contingent upon the availability of funds.		

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. Provides coaching and support for teachers to create a positive, structured, and inclusive environment in their classrooms
2. Provides coaching and support for teachers to hold all students to high, consistent, behavioral expectations
3. Provides coaching and support for teachers to act as a resource in their instructional practice, especially as it relates to relationships with students, classroom management, school culture, and discipline
4. Serves as the point of contact for proactively addressing student behavior and supporting teachers and other staff in dealing with behavioral crisis-intervention and acute behavioral issues, as necessary
5. Serves as the point of contact for assisting teachers, students, and parents in the effective creation and implementation of positive student behavior plans
6. Serving as the point person for family communication on campus.
7. Serves as the point of contact for leading staff efforts to ensure all students have excellent attendance and arrive at school on time, and work aggressively with students and parents to ensure excellent attendance
8. Responsible for reinforcing the effective use of a school-wide behavior plan, including managing the school's behavioral management systems.
9. Responsible for ensuring 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/meal time behavior and culture
10. Responsible for ensuring that the physical environment of the school reinforces a positive, structured school culture and facilitates student achievement and inclusivity
11. Responsible for 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
12. Responsible for modeling the school's values and the standard for professional behavior; ensures the school has an exceptional school culture.



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13. Responsible for implementing behavior incentive systems for individual scholars and for grade levels.
14. Responsible for supervising 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
15. Responsible for managing middle school after school detention Manage any and all during and after school incentive/reward and discipline systems with students.
16. Responsible for keeping accurate student discipline records, as needed, documenting all conferences, suspensions, and phone calls for behavior. Document, input, and log all discipline referrals, when necessary
17. Responsible for participating in ARD meetings and weekly Student Support Team meetings.
18. Responsible for participating in summer home visits highlighting the responsibilities of parents, teachers, and students in building a positive school environment
19. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

(all candidates must possess these requirements in order to be considered for the position)

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

Preferred Qualifications

- Master's Degree from an accredited four (4) year 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 to in creating educational environments

Working Conditions

Work Environment:

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

Physical Demands/Requirements:

- Work with frequent interruptions and deadlines; frequent walking, standing, stooping, bending, pulling and pushing; occasional lifting and carrying 10-25 pounds; lifting and carrying 25-40 pounds with assistance; infrequent lifting and carrying more than 45 pounds with assistance; pushing/pulling 10-35 pounds sporadically; assisting non-ambulatory students



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- Above average degree of concentration, communication (verbal and written), instructing, emotional control, from diverse backgrounds, work with frequent interruptions/deadlines and prolonged or irregular hours. May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel

Supervisory Responsibilities / Direct Reports

- No direct supervision. Provides coaching to teachers

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____ Date: _____