

ST. CHARLES PARISH PUBLIC SCHOOLS  
**JOB DESCRIPTION**

TITLE: DEAN OF SCHOOL CLIMATE AND STUDENT SUPPORT

REPORTS TO: Assigned Principal

FLSA STATUS: Exempt

WORK SCHEDULE: 200 Days/7.5 Hours per Day

SALARY RANGE: \$66,448 to 88,306

**OVERVIEW OF POSITION:** The Dean of School Climate and Student Support is a key leadership position responsible for fostering a positive, safe, and equitable learning environment across the St. Charles Parish Public Schools System. This individual will lead efforts in student support, discipline, and the promotion of a positive school climate through proactive and restorative approaches.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1.0 STUDENT DISCIPLINE AND RESTORATIVE PRACTICES**

- 1.1 Provide direct support to students facing behavioral challenges, utilizing a range of strategies including counseling, mediation, and restorative practices.
- 1.2 Handle student discipline matters fairly, consistently, and in accordance with school policies and legal requirements, emphasizing restorative and educational outcomes.
- 1.3 Work directly with students and student-related problems in regard to student welfare.
- 1.4 Supervise the ISS monitor and coordinate the structure, activities, and educational components of the ISS program, ensuring it serves as a meaningful intervention.
- 1.5 Oversee the consistent and equitable implementation of the student code of conduct and disciplinary procedures across all grade levels.
- 1.6 Develop and implement systems for tracking, analyzing, and reporting data related to school climate, student behavior, and disciplinary actions.
- 1.7 Use data to identify trends, inform interventions, and evaluate the effectiveness of climate and discipline initiatives.
- 1.8 Coordinate closely with school counselors and Mental Health Professionals (MHPs) to ensure seamless integration of student support services in conjunction with disciplinary actions and collaborate on individual student support plans and interventions.
- 1.9 Serve as a member and facilitate the effectiveness of the school-based Social-Emotional Wellness (SEW) team, guiding their work in promoting student well-being and addressing systemic barriers.
- 1.10 Support and monitor the implementation and effectiveness of proactive school climate initiatives, such as the Social-Emotional Learning (SEL) curriculum and vaping prevention programs.

- 1.11 Provide feedback and support to ensure fidelity and impact of these initiatives.
- 1.12 Recommend and coordinate student welfare services with outside agencies where necessary.
- 1.13 Facilitate restorative actions, including restorative circles, mediations, and other processes to address harm and rebuild relationships within the school community.
- 1.14 Train staff and students in restorative practices.
- 1.15 Conducts investigations in accordance with district, school, and legal guidelines.

## **2.0 STUDENT SUPPORT AND WELLBEING**

- 2.1 Works with the Executive Director of Child Welfare and Attendance and Student Services, Director of Student Services, and Child Advocate regarding behavioral and attendance problems.
- 2.2 Attends all Child Welfare and Attendance conferences and expulsion hearings with student and parent as directed by Principal.
- 2.3 Address and monitor chronic absenteeism, developing and implementing strategies to improve attendance in collaboration with students, families, and support staff.
- 2.4 Serves as a liaison for student transition to and from EJ Landry Alternative Programs
- 2.5 Processes discipline referrals received by teachers and staff as outlined in Student Code of Conduct
- 2.6 Schedules and attends conferences with parents regarding behavioral problems.
- 2.7 Refers students to the appropriate school-level support when deemed appropriate.
- 2.8 Serve as a liaison between the school district and external agencies related to student support and well-being.
- 2.9 Work collaboratively with school improvement teams and other district-level initiatives focused on student success.

## **3.0 SUPERVISION & PROGRAM COORDINATION**

- 3.1 Supervises the teachers, counselors, and other staff as designated by the principal.
- 3.2 Functions in the role of principal in the absence of the principal and assistant principal.

## **4.0 PROFESSIONAL DEVELOPMENT**

- 4.1 Plans and coordinates professional development for employees.
- 4.2 Stay abreast of current research, best practices, and legal requirements related to school climate, student conduct, restorative justice, and social-emotional learning (SEL).
- 4.3 Coordinates supervision and duty responsibilities on campus

## **5.0 COMMUNITY RELATIONS**

- 5.1 Chairs the school discipline committee, ensuring fair and consistent application of the student code of conduct and providing recommendations for interventions and supports.
- 5.2 Serves as a liaison between community agencies to provide specialized support to students and families.
- 5.3 Serves as an active member of the school's Safe Schools team, contributing to the development and implementation of safety protocols and emergency response plans.
- 5.4 Fosters relationships with parents, families and community members for the purpose of student advocacy.
- 5.5 Serves as a resource and advocate for positive school climate initiatives and equitable disciplinary practices.
- 5.6 Supports the integration of social-emotional learning into the curriculum and school culture.

## **6.0 Professional Engagement**

- 6.1 Consistently demonstrates customer excellence standards.
- 6.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 6.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 6.4 Develops and maintains a safe and caring environment for all of our customers.
- 6.5 Accepts and recognizes the value of the contribution of others.
- 6.6 Treats all stakeholders in a respectful and helpful manner.
- 6.7 Uses verbal and non-verbal communication in a manner respectful of others.
- 6.8 Displays confident posture and maintains self-control.
- 6.9 Uses active listening skills.
- 6.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 6.11 Writes and speaks clearly and concisely so that the message is understood.
- 6.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- 6.13 Accepts and uses constructive feedback.
- 6.14 Demonstrates skill in giving and receiving feedback.
- 6.15 Develops leadership and responsibility in colleagues and students if applicable.

- 6.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 6.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 6.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 6.19 Cooperates with building and district staff in planning and evaluation.
- 6.20 Attends and constructively participates in meetings and professional development activities.
- 6.21 Dresses for success according to job responsibilities.
- 6.22 Follows directives as assigned by supervisor.
- 6.23 Cooperates with administration in the performance of additional duties.
- 6.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- 6.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- 6.26 Adheres to ethical, legal and professional standards.
- 6.27 Refrains from revealing confidential information.
- 6.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

#### **METHOD OF EVALUATION**

The combination of the applicable measure of growth in student learning (value-added score) and the qualitative assessment of performance (competencies and performance standards) shall result in a composite score used to distinguish levels of overall effectiveness.

#### **OTHER DUTIES AND RESPONSIBILITIES**

*Other duties may be assigned*

**QUALIFICATION REQUIREMENTS:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

#### **EDUCATION AND CERTIFICATION**

Master's Degree in education; Louisiana certification (Provisional Principal, Principal or Educational Leadership) or a letter from the Louisiana State Department of Education indicating eligibility to receive Educational Leadership once employed in role, minimum of three (3) years of classroom teaching experience.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, speak, hear and sometimes

sit. Occasionally the employee will bend or twist at the neck more than the average person, reach with his/her hands and arms, and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision and distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) require a high level of physical endurance. The job requires the ability to handle and balance multiple demands at the same time.

**WORK ENVIRONMENT:** *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

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**Signature**

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**Date**