Job Title: Supervisory Dean  
Revised Date: January 2024  
Work Year: 185 Days  
Department: Learning Services  
Reports to: Building Principal  
Salary: Placement on Licensed Salary Schedule B based on education & experience  
Additional Stipend: $5,000.00  
Benefits Include: Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:
The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, four middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY: The Supervisory Dean is responsible for implementing the school-wide plan for creating a positive culture of behavior in the school, as well as be in charge of administering discipline and attendance in accordance with the district’s discipline code.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interview, hire, and evaluate both certified and non-certified staff using a standards-based performance evaluation instrument, in accordance with district policies and guidelines, sharing such responsibility with the administrative team.
- Provide and supervise in a fair and consistent manner effective discipline system with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations.
- Plan, design, and conduct follow-through strategies to implement the school attendance program.
- Develop programs and structures for proactively teaching students the expected behavioral norms regarding both academic performance and social interaction.
- Provide support to teachers in developing appropriate classroom management skills.
- Intervene with students having attendance, academic, and/or discipline problems.
- Keep a record of all disciplinary referrals from teachers and staff.
- Supervise staff in the implementation of the school-wide plan for creating a positive culture of behavior in the school.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Meet with parents regarding student discipline and behavior issues.
- Provide necessary supervision of school sponsored activities, both during and out of school time.
- Assist with the supervisory responsibility for student activities, athletics, and similar activities.
- Other duties as assigned.
JOB QUALIFICATIONS
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.

KNOWLEDGE, SKILLS, AND ABILITY:
- Human relations skills
- Demonstrated leadership and organizational skills
- Excellent written and verbal communication skills

SUPERVISION/TECHNICAL RESPONSIBILITY:
- Supervise the daily activities of students in employee’s care.

EDUCATION AND TRAINING:
- Master’s degree in educational leadership, administration, or related field preferred

EXPERIENCE:
- A minimum of three years of secondary school teaching or counseling experience preferred

CERTIFICATES, LICENSES, & REGISTRATIONS:
- Must hold a current Colorado teaching license.
- Principal License preferred, or qualifications to obtain a Colorado principal license.

SAFETY TO SELF AND OTHERS:
- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you’re unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:
Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status, or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.
OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive list of the activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.