DEAN OF STUDENTS
STANDARD POSITION DESCRIPTION

Classification: Certificated
Location: Assigned School(s)

Reports to: Principal
FLSA Status: Exempt

Bargaining Unit: NTEA

This is a standard position description to be used for certificated teaching positions with similar duties, responsibilities, classification and compensation. A Dean of Students assigned to this position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Dean of Students works with the Principal in carrying out the school’s academic and behavior programs. As a professional educator the Dean of Students understands and responds to the challenges presented by today’s diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students’ academic achievement, personal and social development. The Dean of Students works cooperatively with the principal, counselor, nurse, staff, students and parents towards a positive school climate.

The District represents a diverse community with a population of approximately 40% students with diverse backgrounds. We seek an individual who has successful experience in working with culturally diverse families and communities. The selected candidate must demonstrate a commitment to strengthening community engagement and communication with the District’s diverse populations.

Part II: Supervision and Controls over the Work:

The Dean of Students works with a high level of independence and professional discretion under the general supervision of the principal. The work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of Washington Administrative Code and Revised Code of Washington, direction of the principal, and performance standards and expectations as set forth in the collective bargaining agreement.

Part III: Major Duties and Responsibilities (depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following):

1. Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Skill in human relations which demonstrates sensitivity to needs and concerns of others.
Participates or leads development of positive behavior support systems and development of intervention strategies.

2. Demonstrated ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs. Coordinates, facilitates and implements disciplinary intervention steps, including PBIS, and processes with staff, working closely with the principal.

3. Attends and participates in various leadership team meetings and other building meetings as assigned. Must possess the ability to interpret attendance data accurately. Coordinates, facilitates and implements attendance intervention steps, including but not limited to holding attendance conferences, making home visits, and preparing BECCA paperwork. Contacts students and parents to discuss attendance irregularities. Coordinates nine day conference and refers students to the principal in cases of absences at or beyond twelve days. Assists with student discipline.

4. Coordinates implementation of parent involvement as well as school sponsored events. Assists with school-wide and event supervision. May oversee school-wide emergency preparedness team meetings and implementation efforts.

5. Demonstrated ability to communicate orally and in writing with clarity and conciseness. Motivates students in a positive direction which will help students to increase individual decision making responsibilities.

6. Ability to effectively supervise building classified staff in keeping with the staff member’s collective bargaining agreement.

7. This position includes a mandatory 12 day supplemental contract.

8. Required to follow Board policies and keep abreast of updates and changes.

9. Performs other duties as assigned.

**Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
3. Ability to support and value the efforts of ongoing cultural community projects and events.
4. Skills and ability to serve as an educational leader including the ability to plan, organize, and facilitate staff meetings, planning processes, and cultural community projects and events.
5. Strong assessment, analytical and diagnostic skills.

**Part V: Desired Qualifications:**
1. Bilingual skills
2. Five years demonstrated successful teaching and/or counseling experience at elementary or school level preferred.
3. Washington State Administrator credential preferred or demonstrated interest in working towards that credential.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, move about, hear and speak.

The employee must routinely lift and carry materials weighing up to 50 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels, may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students.