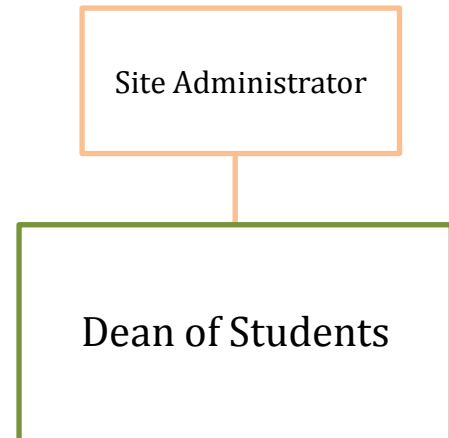


DEAN OF STUDENTS

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| Job Title: | Dean of Students |
| Initial: | June 23, 2010 |
| Revised: | |
| Work Year: | Variable – no more than 197 |
| Office: | Education |
| Department: | Learning Services |
| Reports To: | Site Administrator |
| FLSA Status: | Exempt |
| Pay Range: | Licensed Salary Schedule + 15% Stipend |

Related Organization Chart



POSITION SUMMARY

The Dean of Students provides assistance to the Principal in the administration of the total school program and is the primary administrator and coordinator of all day-to-day student management and attendance matters, as well as all grade level concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Supervises attendance and discipline.
- Serve as a resource person to staff regarding policy, procedure, and special situations.
- Conduct conferences with parents and all involved personnel regarding attendance or disciplinary problems.
- Suggest alternative means and new ideas, different approaches to aid in achieving students’ success and improved educational goals.
- Conduct conferences with parents and all involved personnel regarding attendance or disciplinary problems.
- Ensure necessary disciplinary records are maintained for grade level students.
- Follow-up on students who were assigned penalties to ensure the students are fulfilling this assignment.
- Monitor attendance of grade level students having difficulty achieving their educational goals.
- Attend all grade level pupil personnel and multi-disciplinary staffing for student placement in appropriate programs to meet the individual needs of the students.
- Coordinate with counselors regarding student progress toward the fulfillment of graduation requirements.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Supervise and assist staff in emergency situations.
 - Supervise assigned area during fire and other emergency drills to ensure compliance with State and school safety regulations.
 - Assists or schedules all non-athletic extra-curricular events and personnel.
 - Assists in the orientation of new teachers and with the in service education of the faculty.
 - Assists in the orientation of all students and helps to promote a positive wholesome attitude in all students in order to develop a high degree of loyalty to the school and community.
 - Assists in the control, supervision, and evaluation of non-athletic extra-curricular activities.
 - Assigned, at various times, to carry out all the functions assigned to the building principal.
 - Assigns or assists in the supervision of all club activities.
 - Supervises the crowd control at all school events - athletic and non-athletic
 - Acts in an advisory capacity to the principal in matters relation to the formulation and execution of School policies.
 - Works with teachers in solving classroom problems.
 - Works with students in solving personal problems related to school.
 - Other duties as assigned.

Supervision & Technical Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Budget Responsibility:

Depending on the specific assignment, this position may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's degree in Education plus additional coursework required for certification.

Knowledge Skills & Abilities:

- Over 3 and up to and including 5 years of experience in teaching.
Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills.
- Understanding of district and school student-achievement data and Colorado State Standards
- Working-knowledge of literacy and the reading/writing process, strategies for second-language learners and special needs students; thorough understanding of best instructional practices for online classrooms.
- Operating knowledge of and experience with personal computers, word processing and database software required.
- English language skills required.
- Oral and written fluency in second language may be preferred or required based on assignment.

Certificates, Licenses, & Registrations:

- Valid Colorado Principal's License or eligibility at the time of hire.

OTHER WORK FACTORS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk or hear. The employee is occasionally required to stand; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.