

Position Title: Dean of Students
Department: Certified Teacher
Reports To: School Principal

SUMMARY: As a leader, works to establish and maintain open lines of communication with administrators, students and their parents concerning both the academic and behavioral progress of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works directly with administrator in relation to managing and disciplining students
- Protects teachers from issues and influences that would detract from their teaching time or focus
- Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent
- Contacts and meets with parents when appropriate
- Is an advocate and spokesperson for the school to all stakeholders
- Is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems
- Prepares reports and keeps records of appropriate data as outlined by building administrator
- Has quality contact and interactions with teachers and students
- Works with classified staff in relation to student discipline
- Works with certified staff in relation to student discipline
- Assists administrator in the supervision of activities and events
- Possesses an understanding of when to contact administrators regarding issues of safety/ethics involving students
- Understands that job responsibilities may vary
- Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Attend and participate in faculty meetings
- Keep immediate supervisor informed of activities and any issues that may arise
- Provide needed and requested information on a timely basis
- Assist in upholding and enforcing school rules
- Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
- Input data in a timely fashion
- Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
- Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
- Seek assistance should emergencies arise
- Represent the school in a positive manner

- Know and follow school policy and chain of command
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES: None

EDUCATION AND OR EXPERIENCE:

- Idaho Teacher Certification, required.
- Principal Endorsement, preferred.
- Prior experience (minimum of four years) as a teacher, preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Works well with students, staff, and the public
- Excellent organizational and interpersonal skills
- Excellent verbal and written communication skills
- Able to maintain a positive environment and high standards of conduct for students and peers
- Understanding of curriculum and methods of instruction
- Treats all students fairness and equality
- Able to work under pressures and deadlines
- Maintain confidentiality of staff and students
- Understanding of curriculum and methods of instruction
- Experience in test evaluation and measurements of achievement
- Track record of success with diverse children, including those with special needs
- Knowledge and proven ability in positive behavior management
- Ability to work well with parents and community members
- Ability to work effectively as a team member
- Willingness to go above and beyond
- Skilled in the use of internet, email, Microsoft Office, and other pertinent educational software systems (attendance, gradebook, grade reporting, etc.)
- Capable of interpreting policy, procedures, and data
- Willingness to be held accountable for student results

QUALIFICATION REQUIREMENTS:

To perform the 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 of the job.

COMMUNICATION SKILLS: Ability to write routine reports and correspondence. Ability to read and interpret documents such as safety rules, operating and maintenance, instructions, and procedure manuals. Ability to speak effectively before groups of students and/or employees of the district.

PROBLEM SOLVING SKILLS: Demonstrate sound judgment by taking appropriate actions

regarding instructional practice and discipline.

PRODUCTIVITY/EFFICIENCY SKILLS: Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary; organize job functions and work area to be able to effectively complete varied assignments within established time frame.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to conduct basic math functions and manipulate formulas in spreadsheets as needed.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to define problems collect data, establish facts, and draw valid conclusions.

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 continuously required to sit; walk and stand and reach with hands and arms; occasionally lift and carry up to 20 pounds. May be required to block or redirect students during negative behavior. Be able to effectively supervise and support staff when consequences are implemented, including supervising physical restraint and seclusion if necessary for safety.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual's disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both inside and outside.

SALARY: According to Certified Teacher Salary Schedule

TERMS OF EMPLOYMENT: 200 day calendar assignment

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