

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

DEAN OF STUDENTS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teacher certification.
- (3) Three (3) years teaching experience.
- (4) Teaching or administrative experience at the secondary level preferred.
- (5) Satisfactory criminal background check and drug screening.
- (6) Ability to perform the essential functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, and policies pertaining to attendance and student discipline. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to handle sensitive information in a confidential manner. Ability to operate a computer. Understanding and knowledge of current technology. Ability to analyze and process information. Knowledge of group and cultural dynamics. Ability to apply principles of group dynamics, conflict resolution, and problem-solving. Ability to communicate effectively, both orally and in writing. Ability to work cooperatively with staff, students and parents. Ability to use effective public relations skills. Ability to analyze data, plan, organize and establish priorities related to assignment.

REPORTS TO:

Principal

JOB GOAL

To assist the principal in providing for proper supervision and discipline of students and to create and maintain a safe and secure environment that is conducive to learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Assist the principal in developing and maintaining the school's philosophy of discipline.
- * (2) Work with staff, students, and parents to ensure a safe and orderly learning environment.
- * (3) Assist in the coordination, implementation, and supervision of co-curricular activities.
- * (4) Make recommendations for appropriate revisions of policies and rules affecting student life in the school.
- * (5) Support and assist administration, support staff and teachers with students who have discipline problems.

DEAN OF STUDENTS (Continued)

Personnel Action Services

- * (6) Provide guidance to and instruction for teachers in the implementation of discipline policies, behavior management suggestions, and school safety.
- * (7) Provide training opportunities and feedback to personnel as appropriate.

School Operations/Delivery Systems

- * (8) Assist in coordinating emergency drills and related reports.
- * (9) Assist in supervising school transportation services.
- * (10) Assist in developing and implementing the school's Crisis Intervention Plan.
- * (11) Assist the principal in the daily operation of the school.
- * (12) Assist in developing, updating and distributing handbooks, activity calendars, and related materials.
- * (13) Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- * (14) Assist in identifying maintenance or facility needs.
- * (15) Use technology resources effectively.
- * (16) Provide supervision and security for bus duty, lunch duty, hall monitoring and grounds.
- * (17) Implement after school detentions and disciplinary programs.
- * (18) Assist teachers on planning and implementing field trips.

Student Support Services

- * (19) Confer with students regarding discipline problems and recommend disposition of every case on an individual basis.
- * (20) Meet with students who are referred to the dean's office, assign consequences and contact their parents.
- * (21) Provide parents and students with methods and resources to resolve discipline and academic issues.
- * (22) Hold conferences with students re-entering school.
- * (23) Maintain knowledge of and refer students to appropriate agencies for physical and mental concerns.
- * (24) Resolve discipline problems in a fair and just manner.
- * (25) Maintain discipline records.
- * (26) Assist with monitoring student attendance and tardiness and with coordinating absentee records and reporting.
- * (27) Counsel individual students and make appropriate referrals for testing, guidance or psychological services.
- * (28) Confer with parents, teachers, counselors, student support personnel, and students on matters of discipline and student welfare.
- * (29) Complete investigative and due process procedures.
- * (30) Investigate and recommend students for suspension or expulsion in coordination with the principal.
- * (31) Supervise student functions and activities including athletic events.
- * (32) Consult and counsel with parents or guardians concerning student discipline and behavioral problems.
- * (33) Assist in arranging parent-teacher conferences.

DEAN OF STUDENTS (Continued)

Personal/Professional Employee Qualities

- *(34) Present student discipline procedures to the faculty.
- *(35) Provide student discipline orientation for new teachers.
- *(36) Seek to improve skills and knowledge through participation in inservice and other professional development activities.
- *(37) Model and maintain high standards of professional conduct.
- *(38) Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- *(39) Promote and support professional development for self and others.
- *(40) Maintain high visibility on campus and at student/school activities and functions.
- *(41) Keep the principal informed about potential problems, unusual events, or possible opportunities for school improvement.
- *(42) Support goals and priorities of the district and school.
- *(43) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(44) Ensure adherence to good safety standards.

Leadership

- *(45) Coordinate as necessary with school resource officer and other security and law enforcement personnel.
- *(46) Assist in developing and administering procedures for dealing with campus control and security.
- *(47) Assist in implementing the school's public relations plan.
- *(48) Maintain liaison with city, state, juvenile and legal authorities as assigned by the principal.
- *(49) Set high standards of performance for self, others, and the school.
- *(50) Serve on school, district, and community committees as appropriate.
- *(51) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

Student Growth and Achievement

- *(52) Ensure that student growth and achievement are continuous and appropriate schoolwide.
- *(53) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

DEAN OF STUDENTS (Continued)

PHYSICAL REQUIREMENTS:

Physical requirements may vary depending on particular assignment.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement(s) 03, 04, 06

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: June 12, 2012