

POSITION DESCRIPTION

HS Dean of Students

ORGANIZATIONAL RELATIONSHIPS

The Dean of Students leads the school's efforts to create a positive, structured, disciplined school culture. The Dean of Students reports directly to the Assistant Principal, who provides guidance and direction. The Dean of Students is a main school contact for parents and guardians. A successful Dean of Students is passionate about supporting our students, adapts to changes and cultivates productive relationships with all members of the school community, including faculty, students and families.

PRIMARY FUNCTION

The Dean of Students leads the school's efforts to create a positive, structured, disciplined school culture.

PERFORMANCE RESPONSIBILITIES

1. Work closely with the leadership team to develop a positive, structured, achievement-oriented, and creative school culture.
2. Serve as a point person for discipline/culture issues; in this role, the dean is the primary contact person for all acute discipline issues.
3. Contact families about attendance and truancy on a daily basis, primarily via telephone. Because much of this work is done via phone, the person in this role must exhibit exemplary communication skills.
4. Be highly present and visible during school hours, relentlessly ensuring the school has a strong school culture.
5. Lead breakfast, lunch/recess, dismissal, and other transitional experiences and whole-school operations.
6. Reinforce the effective use of a school-wide behavior plan.
7. Investigate and resolve school discipline issues:
 - a. Investigate student complaints and grievances
 - b. Interview students and witnesses in disciplinary investigations
 - c. Investigate, adjudicate, and monitor infractions of the School Behavior Code
 - d. Apply progressive discipline, such as: detentions, classroom referrals, ISS, and OSS
 - e. Suspend students from school in accordance with policy and state law
 - f. Re-enter students upon completion of OSS, facilitates student/teacher reentry meetings, provide peer mediation to resolve student conflicts
 - g. Maintain disciplinary records required by policy, regulation, law, and best practice
 - h. Assist in presenting the School's case in due process proceedings for expulsion
8. Proactively circulate throughout classrooms and hallways during the day to gain valuable context on student behavior and help support positive school culture.
9. Aid teachers to improve their instructional practice, especially as it relates to issues of discipline, relationships with students, and school culture.
10. Assist teachers, students, and parents in the effective creation and implementation of individual behavior plans (in conjunction with the Student Services Team).

11. Assists the Transportation Vendor in managing student discipline on school vehicles/buses.
12. Performs other additional duties as necessary within the scope of the employment position, as assigned by the Principal or Assistant Principal.

This description is designed to assist in evaluating various classes of responsibilities, skills, and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

1. Education/Certification

- A. Strong interpersonal skills that contribute to a collegial working environment and a healthy measure of the character traits we value: a growth mindset, relationships, collaboration, engagement, professionalism, collective efficacy, commitment, social intelligence, gratitude and a sense of humor.
- B. A tremendous ability to be flexible and modify plans in order to best serve students
- C. Exhibit a “whatever it takes” mentality and easily adapt to changes
- D. A passion for being part of a team-oriented, mission-driven school culture
- E. Demonstrated success in raising the achievement levels of students within our School
- F. Bachelor’s degree required with an administrative master’s license preferred

2. Experience

- A. At least three years of experience teaching at the HS level and experience with large groups of students strongly preferred

3. Skills, Knowledge and Abilities

- A. Demonstrated and successful skills in organization and computer technology; communication; establishing and maintaining relationships based on mutual confidence, trust, and respect; supervision and leading of students; ability to make effective presentations, interpret and analyze data; and personal and group decision-making.
- B. Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm, resourcefulness, and dedication to duty.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT: As set forth in the Teacher Handbook, but with 195 days.

CREATED: 03.02.2022

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.