



ICSD Human Resource Services

Certified Employee Job Description

Department: Building Administration

Date Prepared: 7/2022 **Updated:** 2/2024

Job Title: Dean of Students

Classification (FLSA Status): Exempt

Lane/Salary Grade: Teacher Salary Schedule

Location: Assigned School

General Function:

The Dean of Students will work closely with school administration, school personnel and students to support attendance and Tier I and Tier II behavior issues in order to build and maintain a positive, safe school climate. Additionally, the Dean of Students will assist school administration in supervision of extracurricular activities.

Organizational Structure:

Job Title: Dean of Students

Supervisor's Title: School Principal

Jobs Reporting to this Title:

- Assists the school administration

Summary and Overall Objective:

The Dean of Students will work closely with school administration, school personnel and students to support attendance and Tier I and Tier II behavior issues in order to build and maintain a positive, safe school climate. Additionally, the Dean of Students will assist school administration in supervision of extracurricular activities.

Essential Functions Duties and Responsibilities: may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

- Supports school wide efforts for positive behavioral interventions and support

- Creates and implements student behavior and attendance expectations
- Develops and implements conflict resolution strategies
- Assist school administration with supervision of activities (an additional stipend will be provided)
- Understands State, district and school policy and laws affecting the management of student attendance and behaviors
- Supports administration in the adoption/development of a student management program which promotes order; safety and well being; positive, caring relationships; responsibility and accountability; initiative and confidence among students.
- Facilitate the resolution of conflict
- Manage and enforce school behavioral expectations, including attendance and classroom alignment with school-wide goals.
- Confer with students, parents, and teachers regarding student related policies.
- Assist staff with the creation and alignment of classroom student behavioral and attendance expectations and classroom management plans.
- Serve as a resource to staff regarding student management and attendance issues.
- Create and coordinate education alternatives for students in need.
- Collaborate with staff, administrators, and parents through the response to intervention process.
- Assist in the planning, developing, and implementation of student behavior and attendance plans.
- Confer with students and administrators regarding appropriate consequences.
- Openly communicate with staff and parents/guardians regarding student behavior and attendance
- Collaborate with the school counselor and personnel to create and maintain research-based behavioral and attendance interventions and train faculty and staff in those interventions.
- Manage the documentation of student behavior and attendance through the student management system
- Attend appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc).
- Assist in the maintenance of the crisis management plan and school safety requirements.
- Compile, analyze, and share student discipline and attendance data regularly, and use that data to make decisions.
- Plan, organize and manage time and resources
- Promote, develop and maintain positive and productive working relationships with parents, staff members, students, district office staff and other agencies.
- Abide by the code of ethics written by the Utah Professional Practices Commission and endorsed by the Utah State Board of Education.

Competencies (Knowledge, skills, abilities):

- Ability to build and maintain positive relationships with students, parents, colleagues, and community.
- Collaborate and communicate effectively with key stakeholders through a variety of methods
- Possess academic and intellectual competencies required to perform functions listed above.
- Possess written and oral communication skills necessary to communicate and present information in an effective and professional manner.
- Possess the ability to read, analyze and interpret general business periodicals, professional journals, technical instructions and government regulations.
- Be able to apply necessary mathematical functions and processes to successfully manage school budgets, purchasing and staffing.
- Be able to define problems, collect data, establish facts and draw valid conclusions.
- Be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Be knowledgeable of federal and state school law and of district policies and practices.

- Possess and be able to apply knowledge of current and past educational research and theory in areas of student behavior and motivation.
- Demonstrate proficiency in the use of computer technology to complete essential duties and responsibilities.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required.

Required Education and Experience:

Bachelor's Degree and experience in classroom instruction and behavior management

Preferred Education and Experience:

Administrative Endorsement or working toward completion of the endorsement

Job Related Experience:

- Experience as a certificated public school teacher
- Certifications or experience working with behavior, absenteeism, or issues relating to motivation

Required Licenses and Certifications:

- An active Utah Professional Teaching License.

Character

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

Working Conditions:

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 individuals with disabilities to perform the essential functions.

Work Environment:

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Physical Demands:

- Regularly required to stand, walk, sit, talk and hear.

- One is occasionally required to reach with hands and arms, to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision and depth perception.
- Some extended hours

Machines, Tools, Equipment Used:

- Copy machines and high speed duplicators.
- Fax and computer technology.
- Video equipment, TV equipment.
- Classroom Technology (i.e., projectors, document Cameras, SMART Boards, etc.)

Possible Hazards:

- Contact with dissatisfied individuals

Expected Work Hours:

- During Regular school hours
- 205 day contract

Travel Requirements:

- Some local travel required
- Some extended travel to state meetings and conferences

Terms of Employment:

Job Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Certified and Administrative Personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.

Approved by _____ Date: _____

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Reviewed and agreed by: _____ Date: _____
(IEmployee)