Byron Public Schools
Independent School District #531
Byron, Minnesota

TITLE: High School Dean of Students

QUALIFICATIONS: Previous successful teaching experience

REPORTS TO: High School Principal

JOB GOAL: To assist the principal in the direction of students and student activities

KEY RESPONSIBILITIES:

- **Student Safety and Discipline:**
  Promote and maintain a safe and respectful learning environment for all students by effectively overseeing student behavior and discipline policies in accordance with district guidelines.

- **Curriculum Leadership:**
  Collaborate with the Principal to help provide leadership and guidance in the planning, development, and implementation of curriculum. Support staff in the adoption and integration of new curricula aligned with district and state standards.

- **Special Education Support:**
  Collaborate with special education staff and participate in special education staffing meetings as needed or in the absence of the Special Education Coordinator.

- **Assessment Administration:**
  Support the Principal of building-level assessments and collaborate with the District Assessment Coordinator to ensure compliance with district and state testing protocols.

- **Committee Facilitation:**
  Lead and facilitate building-level committees to support school improvement initiatives, staff collaboration, and student success.

- **504 Plan Coordination:**
  Coordinate and oversee all aspects of 504 student plans and meetings, ensuring legal compliance and equitable support for eligible students.

Qualifications:

- Master's Degree in Education, Administration, or a related field (preferred)
- Valid Teaching/Administration License
- Continuing Contract with a minimum of 5 years of teaching or leadership experience in a school setting
- Experience leading curriculum development and instructional improvement initiatives
- Demonstrated success with restorative practices and trauma-informed approaches to student discipline
- Familiarity with data-driven decision-making and use of assessment data for school improvement

Experience working within professional learning communities (PLCs)

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Employee Acknowledgment Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises.
This job description does not constitute a written or implied contract of employment.

Approved: February 2003
Reviewed: June 2025
Revised: June 2025