

Job Title:	Dean of Students	Job Category:	Certified
Department/Group:	Administrative	Job Code/ Req#:	
Location:	Newport High School	Travel Required:	No
Level/Salary Range:	Certified Salary Schedule	Position Type:	Full-time
HR Contact:	Kim Klosterman	Date:	December 2021

Job Description

Job Summary

The Dean of Students serves as a member administrative team and assists with the daily operation of the school, specifically in the areas of attendance, behavioral, and disciplinary prevention. Other activities and responsibilities may be delegated by the building principal.

Performance Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential functions, Duties and Responsibilities

- Assist in the implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance.
- Assist in maintaining discipline throughout the student body and participates in disciplinary hearings when applicable.
- Under the direction of the principal, implement due process related behavior events under the guidance of the code of conduct.
- Address bus behavior referrals and maintains appropriate documentation.
- Assist teachers with behavior management plans and strategies.
- Communicate with students, parents, and staff in a timely manner regarding student behavior and attendance.
- Maintain a commitment to learning about best practices in student management and attendance.
- Perform supervision of students during unstructured times such as before and after school, during passing times and during lunch periods. As a member of the high school administrative team, assist with supervision of special events.
- Serve as emergency substitute teacher when need arises.
- Perform such record-keeping functions as the principal may direct, including entry of behavior events and resolutions in the student information system, and producing and sending documentation related to behavior events to families as required by policy or statute.
- Assist attendance office staff with processing student absence and tardy documentation.
- Assist with attendance and behavior intervention, planning, and monitoring.
- Perform other related duties as directed by the principal or superintendent/designee.

Knowledge and Abilities

- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Demonstrates successful experience in dealing with professional staff and parents.
- Knowledge of district policies and procedures
- Maintain integrity of confidential information relating to students, staff, or district personnel
- Ability to promote and develop a cooperative work environment
- Demonstrates excellence in written and oral communication skills.

Qualifications and Education Requirements

- Master's degree preferred
- Certification in administration, supervision, and/or guidance counseling
- Shall demonstrate the ability to work effectively with students, peers, and adults.
- Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

Days worked and salary

- 186-day contract + 10 additional days
- Certified salary schedule + index
- 2-year position only

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time