



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Dean of Students - AES

Department:

Certified

Unit:**Immediate Supervisor:**

Building Principal

Grade Placement:

Teacher Contract - Schedule B

FLSA Status:

Exempt

Job Summary:

Under the direction of the Building Principal, the Dean of Students assists the principal in the daily operations of the school. Responsibilities include supervision of student behavior, 504 coordination, attendance monitoring, supervision of custodial and lunch/playground staff and other duties related to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides services related to student behavior management, including discipline, support, positive recognition and other activities.
 - Develops a school-wide system to encourage and recognize students' positive behaviors.
 - Implements student behavior interventions.
 - In coordination with the discipline assistant, responds to daily discipline issues for students; determines appropriate consequences as necessary.
 - Communicates with parents, principal, school resource office, school social worker, outside agencies and other professionals regarding behavior.
 - Maintains discipline records.
2. Serves as the building 504 coordinator by identifying students, conducting assessments, writing 504 plans, communicating with staff members, leading meetings with parents/guardians and evaluating 504 accommodations.
3. Monitors attendance of all students; comply with district and county guidelines regarding educational neglect and/or truancy. Participates in county-led monthly meetings to intervene with students and families as necessary. Provides continuing communication and documentation to the appropriate county regarding students.
4. Supervises custodians and lunch/playground staff by leading regular meetings to monitor and discuss school cleanliness and recess/lunch respectively.
5. Performs miscellaneous duties related to the position.

- Assists special education department with interventions and as a district representative at IEP meetings.
- Plans and organizes school-wide assemblies.
- Reports suspected child abuse and neglect.
- General building management in the absence of the Building Principal.
- Meets with parents for behavioral plans.

6. Performs other duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's degree in Education

License/Certification Requirements:

- MN State Teaching License
- Administrative License preferred

Knowledge required to perform the essential functions of the job:

- Knowledge of instructional and educational theories, trends, strategies principles and practices.
- Knowledge of child development theories, principles, and concepts.
- Knowledge of school cultures and values.
- Knowledge of Positive Behavior Intervention and Supports (PBIS).
- Knowledge of SPED and Sped Law.
- Knowledge of County attendance regulations.
- Knowledge of community resources, including social services and mental health.
- Knowledge of district procedures and policies governing building administration and management.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Skilled in student behavior management/disciplinary techniques and conflict resolution strategies.
- Skilled in information collection, decision-making and problem solving.
- Skilled in the writing of 504 plans.
- Skilled in organizational oversight.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.