



# Annandale Public School District 876

## JOB DESCRIPTION

---

**Position Title:**

Dean of Students - AHS

**Department:**

Certified

**Unit:****Immediate Supervisor:**

Building Principal

**Grade Placement:**

Teacher Contract - Schedule B

**FLSA Status:**

Exempt

**Job Summary:**

Assist the principal in discipline, supervision, and attendance and support school and district initiatives that create a safe and engaging learning environment and increase student achievement.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implements building discipline approach.
  - Establishes and maintains student control and discipline throughout the building and school premises by communicating expectations of appropriate behavior.
  - Investigate any and all harassment and bullying complaints as necessary and make a report to the building principal
  - Mediate any and all student-to-student conflicts.
2. Monitor student attendance and work with parents, teachers, nurse and county staff to resolve individual truancy issues.
  - Maintain accurate and complete attendance records including tardies, absence notices, unexcused absence notices and appeals, truancy filing, attend truancy diversion meetings.
3. Provides expertise and support regarding the needs of students.
  - Assist in monitoring academic progress of students.
  - Assist in the 9th Grade Transition program.
  - Assist in organizing and implementing the end of quarter intervention sessions for failing students.
  - Assist in development and implementation of the College & Career Readiness program.
  - Attend Special Education meetings when needed
4. Communicate with and engage parents to resolve student academic and behavior issues and become actively involved in their education experience.

5. Provides expertise and support for all building activities.
  - Assist with student management at events, including dances, Band & Choir concerts, etc.
  - In charge of supervision in the halls and in the lunchroom.
  - Attendance at the following: P-T conferences, open houses, workshops, in-service training days, scholastic awards, prom and commencement.
6. Provides expertise and support to the principal for Administrative Support
  - General building management/crisis intervention in the absence of the building principal
  - Assist in the registration process
  - Assist in implementing building supervision schedule
  - Responsible for 9th grade schedules
  - Work with SPED and ESL teachers to schedule all of their students into classes
7. Participates in building and district initiatives and provide staff development as assigned providing leadership to the teaching staff and paraprofessionals.
8. Attend meetings, workshops, and training sessions as directed.
9. Perform other related 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 child development theories and development stages and needs.
- Knowledge of academic, behavior and attendance intervention strategies.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of school law as it applies to our policies and procedures.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to use communication skills effectively when reading, interpreting, speaking, and writing.
- Ability and willingness to interact and work effectively with all students, staff, and community members in a positive manner.
- Ability to apply general clerical skills
- Ability to apply a high degree of organizational skills
- Ability to apply knowledge of technology in performance of job duties.
- Ability to handle problem situations with good judgment, decisiveness, and calmness.
- Ability to provide solutions that are direct and effective and delivered in a clear, candid and kind manner.

### **PHYSICAL REQUIREMENTS**

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

Exerting up to 25 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.