



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Dean of Students - AMS

**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. Student Support**

- Assists in the creation and teaching of building-wide expectations to all students and staff.
- Explanation of rules and procedures to new students (handbook).
- Assist in monitoring academic progress of students and in the RAPS (Resource and Problem Solving) process. Behavior, attendance and academics are connected and need to be part of all interventions.
- Attend EBD/ASD and other IEP meetings when applicable.

**2. Discipline & Attendance**

- Responsible for handling discipline problems for the student body and will implement the Choice Theory/Restorative Justice program.
- Any and all harassment and bullying complaints to be directed to the dean who will investigate claims as necessary and make a report to the building principal.
- Any and all student-to-student conflict will be mediated by the dean.
- Attendance: tardies, absence notices, unexcused absence notices and appeals, truancy filing, attend truancy diversion meetings.
- Liaison between AMS and M&M bus company. Responsible for all bus safety education and conflict resolution.
- Liaison between AMS and local law enforcement.
- Coordinate Drug Education Program with Health Office, Social Worker and Activities Director for students with chemical violations or concerns.
- Responsible for MN DIRS (Disciplinary Incident Reporting System) annual reporting.

**3. Administrative/Building Support**

- Assist with student management at events, including liceums, plays, and other school events.

- In charge of supervision in the halls and in the commons and creating and monitoring of a staff supervision schedule.
- Attendance at the following: P-T conferences, open houses, workshops, in-service training days, scholastic awards programs.
- Manage lunchroom and noon recreation supervisors and lunch and noon recreation schedule for the building.
- General building management/crisis intervention in the absence of the building principal.

4. 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.

- Desire to work with middle school students
- Proficient in the use of technology
- Persistent, tactful and quite clear about expectations.
- Handles problem situations with good judgement, decisiveness and calmness.
- Organized, always has a back-up plan in mind for the unexpected and does well at identifying needs and prioritizing.
- Solutions are direct and effective and delivered in a clear, candid, kind manner.
- Participates readily, accepts others points of view and supports team decisions.

### **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.