



Annandale Public School District 876

JOB DESCRIPTION

Position Title:
Dean of Students

Department:
Certified

Unit:

Immediate Supervisor:
Building Principal

Grade Placement:
Annandale Education Association Master Agreement

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, 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.
 - Establishes and maintains student control and discipline throughout the building and school premises by communicating expectations and appropriate behavior.
 - Implements student behavior interventions.
 - Student Handbook Education
 - Responds to daily discipline issues for students; determines appropriate consequences as necessary.
 - Investigate any and all harassment and bullying complaints.
 - Mediate student-to-student conflicts.
 - Communicates with parents, principal, school resource officer, school social worker, outside agencies and other professionals regarding academics and behavior.
 - Maintains discipline records.
2. Manage all aspects of 504 plans.
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.

- Maintain accurate and complete attendance records including tardies, absence notices and appeals, truancy filing, attend truancy diversion meetings.
4. Provides expertise and support regarding the needs of students.
 5. Supervises custodians and lunch/playground staff by leading regular meetings to monitor and discuss school cleanliness and recess/lunch respectively.
 6. Performs miscellaneous duties related to the position.
 - Assists the special education department with interventions and as a district representative at IEP meetings.
 - Plan and organize school-wide assemblies and assists with student management at events.
 - Reports suspected child abuse and neglect.
 - General building management in the absence of the Building Principal.
 - Meets with parents for academic and behavioral plans.
 - Attendance at P-T conferences, open houses, workshops, in-service training days, and student activities and events.
 7. Participates in building and district initiatives and provides staff development as assigned providing leadership to the teaching staff and paraprofessionals.
 7. 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.

- Knowledge of writing and implementing accurate and effective 504 Plan modifications and accommodations(in buildings where assigned).

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 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.