

**TITLE: DEAN OF STUDENTS**

**REPORTS TO:** Building Principal

**DIRECTED BY:** Building Principals

**JOB GOAL:** The Dean of Students serves as a member of the building leadership team and assists with the daily operation of the school, specifically in the areas of discipline and attendance. The Dean of Students also works with the building principal in carrying out the school's academic and behavior programs. As a professional educator the Dean of Students works cooperatively with the principal, counselor(s), nurse, staff, students, and parents towards a positive school climate.

**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. *Other activities and responsibilities may be delegated by the building principal and are specific to the building assigned.*

**Essential Functions**

1. Share with the Principal the responsibility for protecting health and welfare of students
2. Assist in the implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance.
3. Develop and administer disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
4. Assist teachers with behavior management plans and strategies.
5. Work with student services team in providing guidance and motivation for student success and in collaboratively developing plans for students who struggle.
6. Oversee all matters of student attendance.
7. Coordinate and facilitate restorative practices approach to discipline and serve as a liaison with coordinators in other buildings to support a systemic approach.
8. Communicate with students, parents, and staff in a timely manner regarding student behavior and attendance.
9. Perform a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.

**Additional Job Functions**

1. Maintain a commitment to learning about best practices in student management and attendance and properly address the improvement of student attendance and discipline.

2. Participate in professional growth to improve skills related to the job assignment.
3. Make recommendations concerning the revision and updating of student code of conduct, rules, regulations, and handbooks.
4. Investigate and resolve all discipline problems in a fair and just manner.
5. Investigate student complaints and grievances and interview students and witnesses in disciplinary investigations.
6. Investigate, adjudicate, and monitor infractions of the school code in the form of progressive discipline such as detentions, behavior plans, in-school suspension, etc.
7. Monitor and organizes attendance functions; prepare letters, call parents, and attend meetings as needed, regarding absent or tardy students; provide leadership for attendance improvement efforts.
8. Advise students and parents on ways to improve attendance.
9. Supervise students before and after school; monitor students during unstructured times (lunch, recess, passing periods, etc.); instruct students in appropriate behavior; discipline students in accordance with established guidelines.
10. Coordinate with administration to ensure coverage at all school events at which coverage is necessary.
11. Perform other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. Energetic and positive approach to responsibilities.
2. Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
3. Has a positive attitude; demonstrates compassion.
4. Self-motivated; able to accept criticism and grow as a result
5. Strong communication and organizational skills.

**EDUCATION AND EXPERIENCE**

1. Valid Wisconsin teaching credential.
2. Minimum of three years of classroom teaching experience.

**TERMS OF EMPLOYMENT:** 190-205 contract days as designated by the building principal

**EVALUATION:** Done annually by the Building Principal.

Adopted: 07/16/18