

GERVAIS SCHOOL DISTRICT #1 – DEAN OF STUDENTS

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge of laws, rules and policies in student management.
- Knowledge of best practices in behavior management and communication strategies.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Principal

JOB GOAL:

- The Dean of Students assists the Principal in coordinating the school program through the student supervision and behavior management programs in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the school level student management plan.
2. Organizes, coordinates and administers the keeping of student attendance records and related reporting and communication requirements.
3. Enforces all policies relating to student discipline and attendance.
4. Administers student discipline in cooperation with the principal.
5. Interprets programs and policies to parents and public.
6. Deals with citizen complaints not received by the principal.
7. Assists the principal in attendance at evening functions relating to school program.
8. Assists teachers in adapting programs to the interests and needs of students.
9. Supervises student activities before and after school hours.
10. Works with counselors in matters of student problems.
11. Assists teachers in improving classroom management skills.
12. Develops, fosters, and models effective student behavior management skills.
13. Assists the principal in motivating and leading the school staff toward the improvement of student behavior in and out of the classroom.
14. Has knowledge of all school district policies and building regulations and complies with them.
15. Fulfills other related duties as assumed or assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date