

TITLE: DEAN OF STUDENTS

QUALIFICATIONS

Knowledge of

1. State of California laws pertaining to school attendance and truancy.
2. District policies and procedures related to the enforcement of district rules and regulations pertaining to student behavior and conduct on campus.
3. Approved techniques and methods of controlling and motivating students.
4. Gang suppression techniques.
5. Psychology of groups and crowds.
6. Behavior patterns of teenagers, students, and adults.
7. Principles of public relations and human development.
8. Correct English usage, punctuation, penmanship, and grammar.
9. Routine record keeping and written reports.
10. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.
2. Communicate effectively in both oral and written form.
3. Effectively supervise a variety of personalities.
4. Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties.
5. Establish and maintain effective working relationships with those contacted in the performance of required duties.
6. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
7. Learn and implement Board Policies, Administrative Regulations, and district and school procedures.
8. Make accurate and timely decisions.
9. Present and maintain a pleasant appearance and demeanor.
10. Work both collaboratively and independently.
11. Work successfully with diverse groups of people.

Training and Experience

1. Bilingual (Spanish) proficiency desired.
2. Experience with Effective Teaching/Clinical Supervision desired.
3. Successful high school teaching experience desired.
4. Master's Degree or higher from an accredited college or university.
5. Participation in California School Leadership Academy desired.
6. Possession and maintenance of a valid and appropriate California Administrative Services Credential.
7. Possession and maintenance of a valid California Teaching Credential.
8. One or more years of successful high school-level administrative experience.
9. Three or more years of successful teaching experience.
10. A work history demonstrating reliability and a good attendance record.

REPORTS TO: School Principal

SUPERVISES: Campus Security and other assigned school personnel

JOB GOAL: To help students resolve such non-academic problems as may interfere with their receiving the greatest benefit from the school's educational opportunities.

ESSENTIAL FUNCTIONS

1. Assists in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
2. Assists with campus supervision.
3. Assumes responsibility for ensuring student attendance rates are maintained at a high level.
4. Attends and participates in student, staff, and school-related community functions.
5. Confers with and makes appropriate referrals to psychologists, social workers, and other personnel.
6. Ensures proper maintenance and control of assigned site-based and student funds.
7. Interacts with parent, student, and staff concerns in a sensitive, timely manner.
8. Keeps the site principal informed of the school's activities and problems.
9. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
10. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
11. Manages time effectively so that priorities are attended to in an effective manner.
12. Oversees all matters of student attendance.
13. Participates in all Crisis Intervention Team activities at his/her assigned site.
14. Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken.
15. Returns all phone calls from parents/guardians on an immediate as possible basis, and definitely within 24 hours.
16. Shares with the principal the responsibility for protecting the health and welfare of students.
17. Works with community and government agencies on problems relating to drug abuse and truancy from school.

ABILITY TO

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit and/or stand for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to twenty (20) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to twenty (20) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to forty (40) pounds.

