

TITLE: Dean of Students, Middle School

QUALIFICATIONS:

1. Current MN Principal's License.
2. Three years of teaching or other appropriate professional experience.
3. Demonstrated qualities of leadership, concern, understanding of middle school youth and successfully perform the functions assigned to the position of Dean of Students.
4. Be committed to the social, emotional, behavioral and educational development and well-being of students.
5. Experienced with Microsoft Office Products, especially Word and Excel.
6. Able to lift 50 pounds.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Middle School Principal

GENERAL DESCRIPTION: The Dean of Students is directly responsible to the Middle School Principal and will assume responsibility as assigned by the Principal in the general areas of student discipline, building supervision, staff-student relationships, and student and school program planning.

LENGTH OF CONTRACT: Five (5) days in addition to the regular teaching contract.

PERFORMANCE RESPONSIBILITIES:

- Work with other team members to provide necessary support for students.
- Provide support services to students as appropriate.
- Monitor and track student behavior and issue appropriate consequences when necessary.
- Utilize progressive discipline with students to maintain appropriate behavior.
- Monitor and track student academic progress and assist them in reaching academic goals.
- Develop and administer behavior contracts and other intervention strategies when needed.
- Attend all IEP meetings for students with the last names A-L.
- Adjust student schedules where appropriate.
- Maintain records in database for students with the last names A-L.
- Refer students to programs and services when appropriate.
- Assist with enrollment, registration, dropping and transferring students.
- Assist in building-wide supervision, including hallways, cafeteria, bus loading areas and various events.
- Attend SAT, SST and Problem Solving meetings.
- Handle discipline for a specified grade.
- Develop individual education programs (504) for students with special learning needs A-L.
- Coordinate MCA reading, math and science assessments.
- Maintain confidentiality as per mandated data privacy laws.
- Perform other related duties as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified personnel.