



Almont Community Schools Position Description

Position Title: **Dean of Students**
Department: Middle School
Reports to: Principal

Job Summary

The Dean of Students is a salaried position (including health care benefits) responsible for monitoring and supervising students, student programs and activities, and the safety and welfare of both students and staff at the Middle School. Such supervision may occur before, during, and after the normal school day. Assistance with coordination of student activities may include planning and organization of extra-curricular activities as well as supervision of staff assigned to support such activities.

The Dean of Students is expected to establish and maintain positive relationships with students, and determine and implement appropriate actions to manage student conduct and behavior, and is responsible for advising and implementing district and building policy in matters pertaining to student supervision.

The Dean of Students reports to and is directed by the Principal.

Work Year

The Dean of Students generally works 210 days a year (i.e., typically one week before the teachers arrive at the beginning of the school year and one week after the teachers leave at the end of the school year, as determined by the Principal).

Work Week

The Dean of Students generally works a minimum of 40 hours each week with specific hours to be assigned and subject to change to accommodate building needs. For example, after school and evening responsibilities may require longer work days and/or schedule adjustments.

Qualifications/Requirements (Education & Experience)

1. Bachelor's degree and experience in human services area or equivalent in training and/or experience preferred;
2. High school diploma and two years of related college work or two years of related work experience required;
3. Desire and proficiency in working with young people;
4. Ability to collaborate with teachers, counselors, and administrators to create interventions to improve student behavior;
5. Ability to effectively communicate and establish positive relationships with parents, community, and law enforcement;

6. Proficient computer skills;
7. Outstanding skills in organization, written and verbal communication, and decision-making.

Essential Duties & Responsibilities

Specific duties are determined by the Principal and may include, but are not limited to, the following:

1. Manages, monitors, and supervises students (e.g., before and after school, lunchroom, bathrooms, hallways, parking lots, etc.);
2. Develops and supervises student programs and activities;
3. Manages student behavior matters, performs investigation of student discipline problems, imposes penalties within prescribed parameters established by the Principal, and prepares related recommendations for the Principal;
4. Identifies and implements appropriate actions to manage student conduct;
5. Establishes positive relationships with students in order to deter student misconduct;
6. Reviews and completes reports of student misconduct cases that require disciplinary action to ensure recommendations conform to district policy;
7. Provides due process for all student discipline cases;
8. Maintains disciplinary records;
9. Manages student transportation and bus problems;
10. Recommends and assists in the formulation, development, and revision of student rules and policies;
11. Implements policy and procedure changes from the Board, or the State and Federal level at the building level;
12. Manages student enrollment and student records;
13. Monitors and supervises attendance and represents the district in truancy procedures;
14. Communicates with court, social workers, probation officers, police liaison officer, students, and parents regarding student attendance, truancy, discipline and welfare;
15. Monitors school security (e.g., secure building, monitor parking lots, etc.);
16. Maintains a safe and orderly school environment;
17. Communicates effectively with students, staff, and parents;
18. Maintains positive relations with parents, parent groups, school volunteers, and outside agencies;
19. Contacts parents, as needed, in regard to any duties described herein;
20. Coordinates services with agencies and community organizations;
21. Manages building and facility use and calendar;
22. Assists the Principal with district and state paperwork;
23. Assists the Principal in the development, maintenance, and distribution of handbooks for students and staff;
24. Assists the Principal in the coordination, implementation, and supervision of co-curricular and extracurricular programs and activities;

25. Under the direction and supervision of the Principal, coordinates and directs certified staff in matters of student discipline, safety, and activities;
26. Develops and manages building schedules and routines in cooperation with the Principal;
27. Provides support to teachers;
28. Coordinates administration of first aid;
29. Manages safety, tornado drills, and fire drills;
30. Coordinates emergency response for students and staff;
31. Processes accident reports pertaining to students and staff;
32. Performs other duties, functions, and responsibilities as assigned by the Principal.

Supervisory Responsibilities

Under the direction of the Principal, carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills And Abilities

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, speak, and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The noise level in this environment is quiet to loud depending upon the activity in any particular part of the day.

Compensation

The Dean of Students is a salary position which includes health care benefits. The salary is \$45,000.

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