

JOB DESCRIPTION
DEAN OF STUDENTS
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Principal(s)

GOALS: The Dean of Students serves as a member of the 4K-8 teaching team and assists with the daily operation of the school, specifically in the areas of attendance, student life, student services, and disciplinary prevention and intervention services with an emphasis on proactive behavioral interventions and supports. Additional duties include coordinating admissions and new student orientation.

The incumbent also provides leadership and serves as a resource for staff in the areas of professional development in the areas of behavioral management and student discipline. Other activities and responsibilities may be delegated by the building principal.

DUTIES AND 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.

Essential Functions

1. Assist in the implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance with a focus on proactive approaches.
2. Assist in maintaining discipline throughout the student body and participates in disciplinary hearings when applicable.
3. Address bus behavior referrals and maintains appropriate documentation.
4. Assist teachers with behavior management plans and strategies.
5. Serve as an instructional resource for intervention and equity services to support the development and growth of equitable systems and practices within the school.
6. Serve as a member of the building leadership team.
7. Work with student services staff in providing guidance and motivation for student success and in collaboratively developing plans for students who struggle.
8. Coordinate and facilitate restorative practices approach to discipline and serves as a liaison with coordinators in other buildings to support a systemic approach.
9. Communicate with students, parents, and staff in a timely manner regarding student behavior and attendance.
10. Monitors and organizes attendance functions; prepares letters, calls families, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.

Additional Job Functions

1. Maintain a commitment to learning about best practices in student management and attendance.
2. Attend meetings to engage in conversations involving student behavior and attendance.
3. Participate in professional growth to improve skills related to the job assignment.
4. Meet with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
5. Perform supervision of students during unstructured times such as before and after school, during passing times and during lunch periods. Assist with supervision of special events when the principal is not able to attend or asks for additional assistance.
6. Make recommendations concerning the revision and updating of student code of conduct, rules, regulations, and handbooks.
7. Serve as emergency substitute teacher when need arises.

8. Perform such record-keeping functions as the designee of the principal, including implementation of discipline measures, entry of behavior events in the student information system, and producing and sending documentation related to behavior events to families as required by policy or statute.
9. Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other staff.
10. Perform other related duties as directed by the Principal.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Excellent verbal and written communication skills.
2. Ability to work well with administration, teachers, students, and parents.
3. General knowledge of restorative justice theory and practice. General knowledge of positive behavioral intervention systems, PBIS.

WORKING CONDITIONS: Work Environment

1. Indoor office environment and outdoor supervision during recess and before and after school.
2. Continuous contact with staff, students, and the public.
3. Work involves frequent disruptions of daily schedule.

PHYSICAL TASKS

1. The person in this position needs to be able to move about inside the school to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
3. The person in this position must be able to converse with administrators, teachers, students, and parents, and must be able to exchange accurate information with such individuals.
4. The person in this position must be able to observe student behavior.

Disclaimer: This position description is subject to change at any time.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.