

**Warrenton-Hammond School District
Job Description**

Job Title: Dean of Students
Reports To: Principal

JOB SUMMARY

In conjunction with the Principal this position is responsible for promoting the success of all staff and students by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Assists with the planning and development of goals, objectives, materials, methods, and activities for district curriculum.
 3. Assists in supporting the administration in implementing board policies and administrative regulations.
 4. Exercises decisive leadership in all situations.
 5. Assists teachers in developing and maintaining appropriate and effective teaching methods.
 6. Assists in providing leadership in curriculum and instruction.
 7. Appropriately counsels and disciplines students in compliance with District policy.
 8. Coordinates with parents, staff, counselors, and others to address student discipline, issues and finding solutions to student behavior.
 9. Completes all relevant paperwork/reports and recommendations in a timely fashion.
 10. Inspects District facilities and campus and reports any health or safety concerns.
 11. Observes students and staff (in classroom, at lunch, assemblies, hallways etc.) and provides timely feedback.
 12. Attends educational support meetings, including Individualized education plan (IEP) meetings, and school board meetings, as necessary.
 13. Implements and manages effective systems for students.
 14. Promotes academic success of all students.
 15. Works collaboratively with the Principal, Superintendent, personnel and parent groups.
 16. Communicates effectively and regularly with the Principal, teachers, parents and students.
 17. Assists in effectively managing student conflict within the school building.
 18. Completes special projects as assigned.
 19. Appropriately maintains and secures confidential records and inquiries.
 20. Professionally represents the school and the District in interactions with parents, community, staff and students.
 21. Maintains appropriate certifications and training hours as required.
 22. Complies with applicable District, state, local and federal laws, rules and regulations.
 23. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Inspects facilities and campus for health and safety concerns.
4. Chaperones/supervises school dances, athletic events and campus, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree (M.A.) or equivalent and at least three years successful teaching and leadership experience and/or training or equivalent combination of education and experience. Prior successful experience working as an administrator in a school setting or with students required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff and the parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

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 talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines the standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school/classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
