



## NEW MIAMI BOARD OF EDUCATION JOB DESCRIPTION

<b>Position:</b>	Dean of Students
<b>Department:</b>	Administration
<b>Reports to:</b>	Principal, Director of Student Services, Superintendent
<b>Hours:</b>	8 hours per day; 5 days per week
<b>Contract:</b>	200 days
<b>Salary Schedule:</b>	Certified Administrative Salary Schedule

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**SUMMARY:** The Dean of Students will assist secondary building administration in managing overall student behavior (PBiS), student attendance/ truancy and academic interventions (RTI) by performing the following duties.

### **JOB GOAL:**

#### **Essential Duties and Responsibilities:**

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Assists the Principal in providing instructional leadership to the school.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.



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- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.
- Participates in MTSS, IEP's, ETR's, and 504 Plans.
- Design and execute Attendance Intervention Plans for students with truancy issues K-12, including acting as lead for the team and communication with parents, principal, counselor, and other attendance personnel.
- Supervises activities, including evening activities, as assigned.
- Works with the Principal to establish a safe and secure learning environment for students.
- Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; crossing guards; plans and debriefs emergency drills; updates the school safety plan.
- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
- Liaison with local police/fire department to develop a 12-month plan for all district safety drills.
- Performs other duties as assigned.

**Qualifications** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above/ 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 Experience:**

- Bachelor's degree in Education or a related field at minimum, with work towards a Master's Degree in Education Administration - preferred.
- Future aspirations to become an administrator.
- Willingness to become a trained evaluator for the Ohio Teacher Evaluation System.
- Minimum of three years of classroom teaching experience.

#### **Certifications, Licenses and Registrations:**

Valid licensure as issued by the Ohio Department of Education.

#### **Language Skills:**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze, and interpret facility and survey results, financial reports and legal documents. Ability



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to respond to common inquiries and complaints from students, parents, agencies, teachers, or members of the school community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/ or Board of Education.

#### **Other Skills and Abilities:**

Ability to apply knowledge of current research and theory based on school objectives. Ability to establish and maintain effective working relationships with students, peers, parents and the community. Ability to speak clearly and concisely in written and oral communications. Ability to perform duties with awareness of district requirements and BOE policies. Must have excellent organizational and time management skills. Excellent written communication skills required. Experienced and proficient in use of technology. Excellent verbal (including listening) and non-verbal communication skills. Must be able to provide demonstrated leadership in the execution of communication strategies. Must be able to work independently. Pushing the agenda and goals of the school district is imperative. Political acumen and organizational support is strong focus as well.

#### **TERMS OF EMPLOYMENT:**

Salary shall be determined annually by the Board of Education's adopted schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

#### **EVALUATION:**

The Dean of Student Services shall be evaluated by an administrator, using the forms and procedures adopted by the Board of Education.