



EPSD124 Job Description

DEAN, MIDDLE SCHOOL

Job ID# 260

TITLE:	Dean, Middle School
LICENSURE:	Not Applicable
TERMS OF EMPLOYMENT:	200 Day Calendar
FLSA STATUS:	Exempt
REPORTS TO:	Principal/Associate Principal
SUPERVISORY RESPONSIBILITIES:	Not applicable
PRIOR EXPERIENCE:	2-5 years in similar position preferred
EVALUATION:	Evaluated annually by Administration

JOB GOAL:

Under the direction of the principal and/or associate principal, the Dean of Students, is responsible for monitoring and enhancing the quality of student life in the Middle School including student focused events and student behavior. In addition, serves as an instructional support and leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs. May assist in the support of staff.

ESSENTIAL DUTIES:

Administration of School

- Assists the Principal and/or Associate Principal with the overall administration of the school.
- Ensures coverage at all school events where student supervision is required - Inclusive of extra-curriculars, sports, after-school detention, field trips, and overnight trips.
- Assists students in establishing high standards of conduct.
- Establishes and maintains systems to promote positive student behavior at an individual and school wide level.
- Coordinates with outside organizations and agencies.
- Provides and maintains appropriate communication with family and community, including law enforcement agencies and the judicial systems. Perform other duties as assigned that align to accelerating, enhancing and supplementing the school's foundational program and improving the school-wide program.
- Operate in coordination with other department staff and leaders.
- Follows and enforces all district policies.

Discipline/Restorative Practices

- Implements restorative practices, including the facilitation of restorative meetings and building and strengthening relationships.
- Coaches teachers in best practices in managing student behaviors in the classroom setting.
- Properly and timely addresses the improvement of student attendance and discipline.
- Confers with parents, teachers, counselors, student services personnel, and students on matters of discipline and school safety.
- Investigates and resolves all discipline problems in accordance with district policy and administrative procedures.
- Supports matters related to student attendance/truancy.

Safety

- Collaborates with administration on best practices for the School Safety Team.
- Collaborates with the School Resource Officer to develop effective practices related to safety and security.
- Participates in crisis planning at the school level.
- Intervenes to address incidents that undermine campus safety and security.
- Executes safety drill training and safety drills for staff and students.
- Reports illegal acts to the proper authorities.
- Patrols buildings and grounds throughout the day (cafeteria, hallways, external campus, and other assigned or necessary spaces) and during school events.
- Provides direct supervision/oversight of arrival, dismissal, and lunch periods.

Other

- Perform other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree
- Administrative experience preferred.
- An understanding of school administration and the duties of a school as an educational leader.
- Substantial knowledge of contemporary best practices with respect to managing student discipline.
- Ability to adapt and modify approaches, as necessary, to meet student needs.
- Ability to work effectively and professionally with students, parents and/or guardians, staff members, and community partners.
- Flexible, creative, positive, and effective in approaches to problem-solving and relationship building.
- Fundamental understanding of human development principles as applied to adolescents and teenagers
- Exercises sound and professional judgment in accordance with board policy.
- Strong oral/written communication skills
- Experience working with students in middle school and faculty (preferred)
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

MENTAL DEMANDS*Knowledge*

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, The employee shall maintain emotional control under stress; frequent interruptions. Frequent standing, stooping, bending, pulling, pushing and lifting. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. May be required to lift and position student's w/physical disabilities; control behavior through physical restraint; and assist non ambulatory students. Exposure to biological hazards. Work predominantly inside and exposure to noise; may work outside with exposure to sun, heat, cold, and inclement weather.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an

educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

March 20, 2024

UPDATED

March 2024