

SCHOOL DISTRICT OF WAKULLA COUNTY

DEAN OF STUDENTS

JOB DESCRIPTION

QUALIFICATIONS:

1. Three (3) years successful teaching and,
2. Master's Degree in Educational Leadership or evidence of graduate studies in an accredited Educational Leadership program and,
3. Active Florida Professional Educator's Certificate with coverage area Educational Leadership/School Principal OR evidence of successful completion of a District Educational Leadership Program and,
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of discipline procedure, education code, district policies, and technology as related to specific job functions, current trends and best practices, including an understanding of school education and instruction. Skills to manage students and programs, effective oral and written communication, problem solving, human interaction and conflict management. Abilities to provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational background, communicate in oral and written form. Ability to analyze, interpret, synthesize and use data in decision-making. Significant physical abilities include reaching/handling, talking/hearing conversations, near visual acuity/visual accommodation.

REPORTS TO:

Principal

SUPERVISES:

N/A

JOB GOAL

To assist the Principal with providing a school atmosphere in which learning is of prime importance by implementing School Board policies designed to maintain proper student discipline.

PERFORMANCE RESPONSIBILITIES:

1. Investigate problems of disciplinary nature, document information and report findings and decisions to appropriate individuals.
2. Work closely with school resource officers, District safety and risk coordinator and local law enforcement agencies and make referrals as appropriate.
3. Make periodic tours of campus to ensure that school and school board policies are being enforced.
4. Assist with the enforcement of school board/state attendance policies.

Dean of Students

5. Serve as a central resource person for pupil personnel services to include the counsel of students and parents where behavioral problems are involved.
6. Counsel students with regard to personal and social adjustments, and when necessary, make appropriate referrals to other school personnel.
7. Assist with the supervision of organized student gatherings and see that all equipment is operative.
8. Coordinate school bus supervision before and after school.
9. Coordinate the student lunchroom and work duty assignments.
10. Assist with the supervision of students detained after school hours for disciplinary reasons.
11. Investigate referrals where student or school property is stolen or reported missing.
12. Provide information to the Principal regarding teachers' effectiveness in classroom management and pupil control.
13. Perform other duties assigned by Principal

PHYSICAL REQUIREMENTS:

Light Physical Work – Sitting/Standing/Walking

Exerting up to 20 pounds or more of force occasionally and/or 10 pounds of force regularly to move objects. Moving about on foot to accomplish tasks, particularly for long distances. The worker is subject to both environmental conditions as activities occur inside and outside

TERMS OF EMPLOYMENT: 12 Months

Salary and benefits shall be paid consistent with the District's approved compensation plan for Instructional.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.