

WILLIAMS BAY SCHOOL DISTRICT

Policy #234.1

ELEMENTARY SCHOOL DEAN OF STUDENTS

Job Description

QUALIFICATIONS

- A. Sincere interest in and positive attitude toward students.
- B. Leadership and organizational skills.
- C. Commitment to high professional standards and ethics.
- D. At least three (3) years of successful teaching experience.
- E. Good oral and written communication skills.
- F. Good interpersonal skills and the ability to work with a variety of young people and adults.
- G. Effective public relations skills.

REPORTS TO

Building Principal

OVERSEES

Student discipline and attendance.

PERFORMANCE RESPONSIBILITIES

A. Leadership

- 1. Assist in interpreting, enforcing and developing regulations that are in agreement with Board policies, the school handbooks and state and federal law.
- 2. Promote staff professional growth, cooperation and self-development.
- 3. Assist in fostering good school-community relations by attending in-school and after-school co-curricular activities.
- 4. Assist in providing educational and administrative leadership in making and carrying out decisions for the building.
- 5. Assume all administrative responsibilities and accountability in the absence of the Principal.

B. Student Management

- 1. Develop, manage and supervise plans in the area of student discipline and attendance in accordance with Board policies and State and Federal laws.
- 2. Work with parents, teachers, guidance counselors, school resource officer and the court system to improve student attendance and resolve student problems.
- 3. Communicating a clear and consistent message to students and staff designed to create a positive and respectful school climate.
- 4. Address disruptive classroom behavior.
- 5. Work with the lunchroom supervisors to maintain an appropriate atmosphere in the cafeteria.
- 6. Assist with building safety and security.

C. District Support

1. Implement the district's philosophy of education and the goals of the school district.
2. Inform the Building Principal, Superintendent and/or School Board of the school's activities, issues and concerns.
3. Make positive contributions to the district's administrative team.
4. Attend IEP meetings.
5. Perform such other duties as assigned.

DEVELOPED: June 8, 2019

APPROVED: July 9, 2019