

Fountain-Ft. Carson School District Eight

Job Description

Job Title: **Dean of Students**
Pay Schedule/Grade: **Certified**
Prepared/Revised Date: **November 1, 2016**

Reports To: **Principal**
FLSA Status: **Exempt**
Work Year: **193 days**

SUMMARY: Responsible for overall student management including administering and enforcing the student conduct code and monitoring compulsory attendance requirements, and will play an important role in the development of PBIS and Restorative Justice at FMS. Promote an effective learning environment and close working relationships with parents, students, and staff. Uphold Board policies and follow administrative procedures in all duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment or department.*

Job Tasks Descriptions	Frequency
1. Monitor and investigate student attendance. Help parents and students understand attendance requirements and consequences. Prepare a warning letter outlining the consequences of continued truancy and follow-up with family. Refer habitual offenders to administration/authorities for further action.	D
2. Monitor and investigate student conduct concerns. Help parents and students understand behavioral requirements and consequences. Prepare a warning letter outlining the consequences of continued misconduct and follow-up with family. Refer habitual offenders to administration/authorities for further action.	D
3. Counsel students to acknowledge and manage responsible personal conduct, attendance, and academic success. Help resolve problems that impede student learning and/or participation in school activities.	D
4. Maintain visibility and promote a favorable image of the school and District. Build community partnerships that enhance District programs and services by initiating communication with community members, resources, businesses, etc.	D
5. Investigate hardship, neglect, and suspected child abuse cases. Initiate referrals to community resources (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.). Serve as the primary contact for city, county, and state authorities.	D
6. Participate in parent conferences and individualized education plans (IEPs) meetings as requested.	D
7. Monitor students as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).	D
8. Strive to maintain and improve professional competence by attending inservices, conferences, and trainings and by serving on staff committees as required.	M
9. Assist with updating and distributing student/parent and teacher handbooks.	A
10. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in education or related field.
- Master's degree preferred.
- Three years of successful classroom teaching experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Teaching Certificate.
- Principal or Administrator License preferred.
- Criminal background check required for hire.

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication.
- Advanced interpersonal skills.
- Advanced time management, problem solving, and analytical skills.
- Strong facilitation, counseling, and mediation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Strong supervisory, management, and leadership skills.
- Fluency in second language may be preferred.
- Knowledge and use of instructional theories, models of practice, principles, and evidence-based practice..
- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide education.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

- Responsibilities may include training employees; planning, assigning, and directing work; addressing complaints and resolving problems; and assisting Principal with establishing and promoting a positive student culture at FMS, and rewarding and disciplining students.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, coordinate, synthesize, evaluate, compile, and use interpersonal skills. Frequently required to compare, compute, and negotiate.