

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DEAN OF STUDENTS

Qualifications:

- Possession of recognized New Jersey State Educational Certification.
- At least 5 years of HS Classroom experience.
- Experience working with adolescents who have challenging behavioral/emotional needs required.
- Strong interest in restorative practices.
- Excellent communication skills, both verbal and written required.
- Good computer skills preferred.
- Have excellent integrity and demonstrate good moral character and initiative.
- Have the ability to work with a variety of people, collaboratively with a team member mindset for the benefit of the greater good of the educational system.
- Demonstrate enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form, I-9.
- Pass the required Mantoux Intradermal Tuberculin Test.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.

Reports To:

Principal/Vice-Principal

Statement of Job:

The Dean of Students will assist and contribute to a safe, secure and well-maintained school environment. The Dean of Students will create support systems and intervention using Restorative Practices for designated students and their families who have been identified as having challenging behavioral/emotional needs. The Dean of Students oversees and implements parts of Restorative Practices and abides by our District Code of Conduct to facilitate a collaborative and supportive school environment.

Job Functions and Responsibilities:

The Dean of Students shall within his/her certificate and in accordance with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

- Respond to incoming discipline referrals to assess appropriate intervention and mentor students by providing guidance and support based on their own unique developmental needs.
- Responsible for the design, implementation and support of school-wide Restorative Practices program.
- Provide consultation, coaching & technical support around implementation of Restorative Practices.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

DEAN OF STUDENTS (Cont'd.)

- Communicate with parents/guardians on a continuous basis to empower their involvement in Restorative Practices and their child's educational program.
- Facilitate mindful practices within the classrooms and/or school-wide. Teach character education/social emotional learning curriculum, and student/family self-advocacy skills.
- Participate in multidisciplinary team meetings, 504 meetings, IEP meetings, staff meetings, I&RS meetings, and parent meetings as needed to case conference and report on student progress.
- Responsible for the data collection of referrals, activities, parent contacts, parent conferences and documentation of Restorative Practice meetings. Provides monthly reports to the Principal.
- Plan, prepare and present Professional Development for staff.
- Encourage and promote good attendance and punctuality. Keep an accurate record of each pupil's attendance and progress, and make reports to the Principal and to parents as determined by the Superintendent.
- Report immediately any injury to himself/herself or his/her pupils incurred at any place or time under school jurisdiction.
- Be responsible for such assignments within the scope of his/her responsibilities to his/her students and to the administration as are deemed necessary by the Principal.
- Serve on committees when necessary and hold offices within the educational realm of the school system for the betterment of the schools, its educational program and for the improvement of public relations.
- Concern himself/herself with the welfare of the children, exercise supervision and control of pupils and maintain high standards of behavior in the classroom, corridors, cafeteria, and assembly, on school property and on school-sponsored trips.
- Have a daily responsibility for promoting safety and proper housekeeping procedures and practices at his/her assigned station or stations in accordance with building regulations.
- Interpret the school program to pupils and parents and further the public relations program of the school and the district.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DEAN OF STUDENTS (Cont'd.)

- Promote or retain pupils in accordance with the terms of Board policy.
- Perform such other duties as directed by the Principal/Superintendent.

Verification of Competency:

- a. District application and resume.
- b. Required documentation outlined in the qualifications above.
- c. A minimum of three letters of reference from former employers, or other professional sources, or copies of recent evaluations.
- d. Official college transcripts (if applicable).
- e. Employment interview.

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DEAN OF STUDENTS (Cont'd.)

3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

10 month exempt salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Dean of Students will be evaluated by the Principal/Vice-Principal.

Date Adopted: 8/29/08

Date Revised: 4/11/19