



JOB DESCRIPTION

JOB TITLE: Dean of Students

REPORTS TO: Building Principal or other identified administrator

UNIT CLASSIFICATION: Renton Education Association (REA)

PRIMARY PURPOSE

The Dean of Students acts as an assistant to the principal and building administrators, providing leadership and support to the school staff, students, and parents. This assignment is a teaching contract with release to assist the principal in school administration.

ESSENTIAL FUNCTIONS

1. Assists the principal and staff in the efficient handling of the day to day building program operations, including student discipline and attendance. Establishes objectives, develops plans for implementation and evaluation of objectives and assists in implementation.
2. May be the first responder to disciplinary issues, including student conferences, discipline referrals, attendance and the BECCA Bill.
3. Collaborates with school administration, school security, and the ISI program.
4. Student supervision during the school day as well as after school events if needed.
5. Develops and monitors processes for student academic learning and behavior in tandem with the school support team.
6. Facilitates strategy meetings with various stakeholders (counselors, tier programs, outside agencies, PLCs, etc.).
7. Serves as a liaison in planning, communicating and coordination of a variety of building activities or programs which may include SEL, MTSS, PBIS, College/Career Readiness, and Testing Coordination.
8. Provides leadership and support in creating a safe school environment that is conducive to learning.
9. Conducts a variety of committee meetings and attends selected school and community activities.
10. Assists in identifying building, district and community resources for school programs. Acts as a resource on instructional issues.
11. Works with the principal and staff in developing new processes and procedures designed to enhance the school programs.
12. Demonstrates understanding of and models a variety of appropriate strategies in effectively interacting with staff, students and parents. Uses innovative, creative approaches to resolving conflict situations.
13. Develops and maintains a variety of reports, schedules and record keeping systems.

14. Develops and maintains effective professional relationships with staff, students and community.
15. Maintains regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
16. Performs other duties as assigned consistent with the scope and intent of the position.

OTHER FUNCTIONS:

1. May provide school substitute teacher coverage.

MINIMUM QUALIFICATIONS

1. Valid Washington State Teaching or ESA certificate.
2. Three years' teaching experience in a school setting or equivalent professional experience.
3. Administrative credential preferred. Acceptance in administrative credential program required.
4. Demonstrated leadership ability.
5. Evidence of skill and expertise in effective conflict resolution.
6. Excellent oral and written communication skills.
7. Demonstrated enthusiasm, creativity and innovation.
8. Demonstrated competence for successful performance of the responsibilities listed.
9. Candidates with culturally diverse educational experience will be preferred.
10. Experience supervising and coaching adults.
11. Experience with Response to Intervention processes, Positive Behavior Intervention Support, and Professional Learning Communities.
12. In-depth understanding of RSD's Instructional Framework, including the Vision of Instruction, Classroom Walkthroughs, and Danielson Framework.
13. Cultural Competency; ability to effectively work with diverse populations.

SALARY

Salary is determined by placement on the District salary schedule, plus fringe benefits.