



### POSITION DESCRIPTION

<b>Position:</b> Pandemic Student Support Dean	<b>Salary Schedule:</b> HSD Certificated Administrator, Range C
<b>Location:</b> High Schools	<b>Work Calendar:</b> 210
<b>Direct Supervisor:</b> Site Principals	

#### **Summary:**

In response to the COVID-19 pandemic, students are in need of greater behavioral support. In an effort to support students' transition back to in-person learning, this is a year to year position that will last for two years and work with site administration to supervise student behavior, manage responses to disruptive actions, and proactively support students with engagement in the academic programs of our high schools. This is a certificated administrative position that works directly with the site principal, site staff, and district administrative team. Daily interactions include work with students, parents, outside consultants, and community agencies as part of an administrative team in leading, managing, and overseeing the development of family and adult capacity to ensure the high academic performance and achievement of all students. The individual upholds the vision and values established by San Rafael City Schools. The pandemic student support dean reports to the Site Principal.

#### **Distinguishing Career Features:**

#### **Essential Duties and Responsibilities:**

- Provides leadership by designing, coordinating, and assisting in the implementation and evaluation of school systems and practices that build the capacity of staff
- Monitors the students referred to Restorative Practices and coordinates the Site's Peer Court Program
- Assists site administration in the yearly updates of site Multi-Tiered System of Support
- Assists in strategic school development
- Supports teachers in developing effective classroom management strategies
- Assists in all matters of student discipline and restorative practices
- Assists Site Administration with supervision of school activities and events
- Analyzes student attendance data, presents to staff, and trains staff in use of the data for improved student behavior strategies
- Assists in setting school wide climate and culture goals, and monitors progress continually
- Attends weekly Case Review Risk Assessment Meetings
- Assists in development and implementation of positive school wide behavior support systems
- Co-plans and co-facilitates on-going leadership team development to build trust and cohesion of the Instructional Leadership Team

- Performs other duties as assigned
- Serves to support families and community in the following areas:
  - Parenting - Helps families establish home environments to support children as students
  - Communicating – Designs effective forms of school-to-home and home-to-school communications about school programs and children's progress
  - Volunteering - Recruit and organize parent help and support
- Learning at Home - Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning
- Decision Making - Include parents in school decisions, developing parent leaders and representatives
- Collaborating with the Community - Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development
- All staff to interact with students, families, and one another in increasingly more culturally proficient ways

## **QUALIFICATIONS**

### **Knowledge and Skills:**

Requires basic knowledge of student information systems such as Aires, Google Suite, learning management systems such as Canvas

### **Abilities:**

- Strong community-building skills
- Demonstrated commitment to students and learning
- Demonstrated knowledge of instructional leadership, curriculum development, and program design
- In-depth experience developing teachers and coaches
- Strong experience in performance assessment and data analysis
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work on a team
- Requires the ability to perform the essential functions of the position.

### **Physical**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

### **Abilities:**

**Education and Experience:**

- California teaching and administrative credential required
- Bachelor's degree required, Master's degree in education preferred
- Five or more years of teaching and coaching experience with demonstrated excellence in student achievement

**Credentials, Licenses & Certifications:**

- Department of Justice Background Clearance
- TB Clearance

**Working Conditions:** Work is generally performed indoors where minimal safety considerations exist.

SRCS does not discriminate in any of its policies, procedures, or practices relating to employment, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Veteran status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

Board Approved: April 11, 2022