

## JOB DESCRIPTION

Job Title: Dean of Students  
FLSA Status: Non-exempt  
Revised Date: January 2023

Salary Schedule: Certified  
Work Calendar: 186 days

### **SUMMARY:**

Under general direction of the school principal, assists with administrative functions of the school in the areas of attendance, discipline and supervision.

**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.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Manage the student discipline program and be responsible for assignment of consequences for inappropriate behaviors.	D	35%
2. Work collaboratively with all grade level teams.	D	25%
3. Understand confidentiality and be able to appropriately handle sensitive student and personnel information.	D	20%
4. Respond to parent and community concerns/questions and promote positive public relations.	D	10%
5. Perform staff supervision and evaluations as assigned	M	5%
6. Perform other duties as assigned.	ongoing	5%
	<b>Total =</b>	100%

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's Degree or higher preferred with strong interpersonal and communication skills.
- Previous successful teaching, leadership and applicable experiences are preferred.
- A minimum of five years successful instructional experience at the elementary level preferred..
- A record of sound, ethical judgment and professional decision-making skills.

### **LICENSES / CERTIFICATIONS / REGISTRATIONS:**

- Valid Colorado teacher license.
- Current Principal's License preferred or enrollment or the completion of an accredited administrator preparation program that would culminate in licensure as a principal.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

### **TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common and uncommon inquiries or complaints from parents, regulatory agencies, or members of the business community.
- Ability to effectively present information to staff, top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation.
- Oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- 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 people 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.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

#### **MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, etc.

#### **REPORTING AND SUPERVISORY RELATIONSHIPS:**

	Position Title
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>

- Responsible for or assisting with interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**PHYSICAL REQUIREMENT AND 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 Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to fingers, handle or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk				X
Hear				x
Taste	X			
Smell		X		

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds		X		

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	X
Very loud	X