

ALC - DEAN OF STUDENTS



Department:	Alternative Learning Centers
Reports To:	Director of Alternative Programs
Group/FLSA Status:	Program Specialist / Exempt
Revised:	4/10/2025

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Dean of Students assists the Director of Alternative Programs in the overall administration and support for alternative education programs.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provide supplementary support to teachers by monitoring student progress and addressing issues before they escalate.
- Collaborate with districts and students to understand challenges and identify opportunities for growth.
- Facilitate meetings as needed to address student needs and ensure continuous program development.
- Contribute to the implementation of operational guidelines related to building organization, maintenance, security, student conduct, and food service.
- Promote the program as a reputable, long-term educational option rather than a temporary solution.
- Identify areas for improvement and ensure students receive comprehensive support to thrive academically and socially.
- Support the administrator in overseeing day-to-day program operations while prioritizing hands-on student engagement.
- Provide effective public relations and customer service with member districts, staff, parents, MDE, and the general public; conduct staff meetings to share information and gather feedback.
- Assist with student behavior management and discipline, including problem solving behavioral concerns, utilizing positive behavior supports.
- Monitor student attendance and work collaboratively with social workers and county staff to resolve truancy concerns.
- Act as the site contact for managing the student referral process and summer school programming.
- Attend IEP meetings as the administrative designee.
- Implement and enforce all policies and regulations as required by the agency and applicable laws.
- Regular and prompt attendance is essential to the role.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Dean of Students;
- Thorough knowledge of special education due process procedures;
- Thorough knowledge of the Minnesota Graduation Rule and Pupil Fair Dismissal Act;
- Ability to demonstrate competency in human relations skills;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to deal with and resolve difficult problems;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to process and use complicated data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to present to small groups and large groups;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's degree in education or related field required;
- Master's Degree preferred;
- Considerable experience as a teacher.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Teacher required;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Alternative Programs.
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is medium work requiring the exertion of up to 50 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.