

Teacher on Special Assignment - Dean

Purpose Statement

The job of Teacher on Assignment - Dean is done for the purpose of promoting a positive school culture and climate by overseeing student discipline, attendance, and overall student well-being. Providing administrative support to the instructional process, with specific responsibilities for assisting with coordinating overall site operations, services, and staff at an assigned school site and addressing issues and/or problems that arise on campus.

This job reports to Assigned Administrator.

Essential Functions

- Assist in development and enforcement of school-wide discipline policies and procedures,
- Handle disciplinary issues, including investigating incidents and determining consequences, support plans, and communication with parents and staff
- Provide guidance and support to teachers on classroom management and student behavior strategies
- Implement restorative justice practices and conflict resolution programs
- Monitor and improve student attendance rates
- Work with families and community resources to address absenteeism and truancy and resolve
- Develop and oversee programs that promote student well-being
- Coordinate with school counselors, SEL interventionist and external agencies to provide support services
- Promote a positive and inclusive school culture through events and initiatives
- Collaborate with teachers and administrators to address student needs
- Maintain accurate records of student discipline and attendance
- Prepare reports for school administration and stakeholders
- Conduct classroom visits to monitor programs and ensure compliance with guidelines and to improve teacher practices and student learning
- Evaluate assigned personnel to ensure standards are achieved and performance is maximized
- Facilitate communication between personnel, students, and parents to resolve conflicts
- Assist with IEPs, 504s, and other programs implemented to ensure compliance with guidelines and laws
- Prepare various reports and documents to provide written reference and convey information
- Support the overseeing administrator with further administrative functions

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

- **Skills:** Skills to perform multiple, technical task with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.
- **Knowledge:** Understanding of restorative justice practices, student behavior management, and attendance policies. Understanding of curriculum, instruction, compliance requirements, and administrative procedures
- **Abilities:** Scheduling a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstance; analyze data using defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.

Responsibility

Responsibilities include working under limited supervision, following standardized practices, organizational guidelines and supporting administrative functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. The job generally requires 20% sitting, 50% walking, and 30% standing. The job is performed in a generally clean and healthy environment with significant variations in temperature.

Experience: Minimum of three years of successful teaching experience

Education: Master's in education leadership

Equivalency: Bachelor's degree in education and enrolled in administrative certification courses

Continuing Education / Training

Enrolled in Educational Leadership Program

Certificates and Licenses

State of Arizona Teacher Certification

Clearances

Criminal Background Clearance/Fingerprint Clearance

FLSA Status: Exempt

Approval Date: 3/6/2025

Salary Grade: Governing Board

approved salary schedule

