



## Job Description

**Position Title:** Dean of Students

**Location:** Heritage Middle School

**Department:** Administration

**Reports To:** Building-level Principal

**Term:** Ongoing 198-day contract beginning with 2024-2025 school year

**Schedule:** Mon-Fri Full-time

**Salary:** Position follows the [Teacher Salary Schedule 2023-2025](#)

**Date of last review:** March 2024

**SUMMARY:** The Dean of Students, under the supervision of the building principal, assists administrators, educators, parents/guardians, and learners in resolving learner attendance, behavioral, and disciplinary problems in a consistent manner as well as coordinating testing efforts for the building. The Dean of Students works in close collaboration with the building principal to ensure school policies are upheld and to implement the school's positive behavior plan while following the West Fargo School District Discipline Policy.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

*Collaboration:*

- Develops positive, effective working relationships with learners, staff, and families.
- Partners with administrators, educators, and school attendance staff in addressing learner attendance issues.
- Assists educators, parents/guardians, and learners in resolving non-academic student issues in the school, such as behavioral problems.
- Assists with resolving learner behavioral and disciplinary issues. Including communication with parents/guardians and families.
- Assists with implementation of school's positive behavior plans and assists with maintaining a positive, rigorous, and enthusiastic climate.
- Assists with Tiered Intervention/MTSS Processes.

*Communication:*

- Instructs and advises learners regarding their responsibility to adhere to school rules and policies, to foster a safe school environment, and to respect other individuals and property.

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- Reports to administrators, educators, school attendance staff, parents/guardians, and learners relative to issues affecting learner performance.
- Confers with parents/guardians, educators, support services personnel, and learners on matters of discipline and problem solving.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

## *Compassion:*

- Provides mentoring services to learners and consultation services to parents/guardians.
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

## *Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

## *Critical Thinking:*

- Counsel individual students as needed and make appropriate referrals for testing, guidance or other services.
- Maintains records of any learner disciplinary actions taken in accordance with applicable laws and regulations, and District policies.
- Recommend appropriate programs for students to assist them with behavioral problems.
- Coordinates standardized testing for the building in areas such as:
  - ACT – American College Testing
  - AP – Advanced Placement
  - NDSA – North Dakota State Assessments
  - ASVAB – Armed Services Vocational Aptitude Battery
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

## *Reflection:*

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

## *Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

## *Responsibility:*

- Arranges meetings as directed with learners, parents, educators, and administrators regarding disciplinary problems in school.

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- Assists in the administration of the In-School Suspension Program and co-curricular activities.
- Assists in arranging appropriate tutorial instruction related to assigned academic work.
- Assists in arranging appropriate flex time activities related to assigned academic work and learner interest.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here 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.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

***EDUCATION AND/OR EXPERIENCE:***

- Valid ND Teaching License with appropriate qualifications for secondary level.
- Master's Degree in Education with Leadership/Administration credential or progress towards completion of degree/credential.
- Previous experience working at the secondary level is preferred.
- Previous experience/knowledge of restorative practices is preferred.
- Demonstrated experience in instructional foundations including areas such as Marzano, Personalized Competency-based education, Standard Based Grading, etc.
- Demonstrated experience and understanding of best school safety practices and building emergency response procedures.

***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

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***SUPERVISORY RESPONSIBILITIES:***

- None.

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