

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Dean Of Students / Emerging Leader

GENERAL DESCRIPTION

The essential function of the position within the organization is to serve as a key member of the schools leadership team. He or she assists the building Principal in the execution of leadership duties, and provides the school with educational leadership necessary to support excellent instruction and student success. Under the direction of the Principal, the Dean of Students serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs, school plant operations, and the supervision and evaluation of assigned personnel. The position is responsible for all issues relating to the well being of the students during their attendance at the school. Performs other tasks as directed by the School Principal.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Performs a variety of leadership duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.

Analyzes, interprets and facilitates the sharing of assessment findings and student achievement data for the purpose of designing and modifying instruction.

Supervises, observes and evaluates the performance of designated certificated and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.

Assists the Principal in providing instructional leadership to the school including assisting in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.

Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.

Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.

Works with the Principal to establish a safe and secure learning environment for students.

Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.

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Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.

Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.

Participates as needed in Individual Educational Plan meetings and Student Study Teams.

Liaison to after school programs in collaboration with school staff and/or personnel from outside agencies.

Defines problems, collects data, establishes facts, and draws valid conclusions.

Maintains a safe and orderly learning environment.

May participate in interviewing, selecting, hiring, and supervising of personnel involved with a variety of student activities.

Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.

Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; directs the work of yard duty staff and crossing guards; plans and debriefs emergency drills; updates the school safety plan.

Prepares and maintains a variety of district, county, state, and federal records and reports; directs preparation of records and reports by staff.

Participates in leadership meetings and training to improve leadership skills; maintains current knowledge of the district's adopted curriculum.

Establishes and maintains productive, collaborative relationships with others. Relates to students with mutual respect while carrying out a positive and effective disciplinary program.

Models district standards of ethics, confidentiality, and professionalism.

Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.

Applies knowledge of school law and district policy.

Operates office equipment including a computer with a variety of software related to job requirements.

Creates an environment where children from diverse backgrounds are comfortable and experience success.

Builds relationships with families.

Completes work before deadlines despite constant interruptions.

Supervises activities, including evening activities, as assigned.

Reads, interprets, applies, and explains rules, regulations, policies, and procedures.

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Maintains consistent, punctual, and regular attendance.

Prepares and delivers oral presentations to groups.

Uses effective interpersonal skills including tact, patience, and courtesy.

Performs other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by professional principles.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

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Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

May make decisions with schoolwide/community impact.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Master's Degree is required

Doctoral Degree in Education preferred

Licenses Certifications Registrations Required:

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires Florida certification in an academic area.

Requires Florida certification in Educational Leadership, Administrative Leadership or Principal.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires a minimum of three years of successful teaching experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 30 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, traffic, violence.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Term of Employment:

Annual Contract

Reports To:

Building Administrator, Principal

Supervises:

Building Employees, Students

PAY GRADE: From: DA135A1 To: DA13503

Number of Months: 11 Number of Days: 220 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016