

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

<b>POSITION:</b>	Dean of Students/ Jefferson High School
<b>IMMEDIATE SUPERVISOR:</b>	Building Principal
<b>FLSA STATUS:</b>	Exempt
<b>EMPLOYMENT TERM:</b>	Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE
<b>SALARY:</b>	Pursuant to WV Code §18A-4-2, commensurate with experience and education level
<b>EVALUATION:</b>	Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**JOB SUMMARY:** The Dean of Students works with the Administrative Team in carrying out the school's academic and behavior programs. As a professional educator, the Dean of Students understands and responds to the challenges presented by today's student population. The Dean of Students provides a proactive leadership to engage all stakeholders in the development and delivery of resources, programs and services to support students' academic achievement, personal and social development, and a positive school climate.

**PERFORMANCE RESPONSIBILITIES:**

- Work cooperatively with administrators, teachers, counselors, students, and parents in the development and implementation of strategies to promote effective student behavior and appropriate discipline and help students develop a positive self-concept.
- Coordinate, facilitate, and implement disciplinary intervention steps and processes, including positive behavioral supports.
- Manage discipline referrals and assist in the management and structure of the school as determined by the administration.
- Exercise appropriate leadership in processing student behavioral problems, including accurate record keeping of infractions as well as communication with parents.
- Plan and execute educational in-class and out-of-class activities related to disciplinary interventions and supports.
- Assist in the development of intervention plans for students with chronic behaviors and/or attendance irregularities.
- Collaborate with teachers, parents and stakeholders and participate in regular meetings such as SAT, IEP, and 504 plans.

- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- Participate in opportunities to develop and enrich professional skills and knowledge, including research on best practices related to student disciplines.
- Participate in other activities and responsibilities as a member of the administrative team

## **QUALIFICATIONS:**

Valid teaching certification or student support (in counseling or school psychology) certification at appropriate grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a and/or 18-5-18(b), depending on certification.

- Minimum three years successful educational experience; preference for experience at the appropriate programmatic level
- Knowledgeable in educational processes at the appropriate programmatic level
- Knowledgeable in County, State, and Federal policies
- Demonstrated ability to work cooperatively and effectively with others and as a member of an educational team
- Effective written and oral communication and interpersonal skills
- Demonstrated ability to integrate computers and technology in educational leadership
- Demonstrated ability to implement innovative programs related to the appropriate programmatic level
- Demonstrates self-control
- Maintain or upgrade skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops

### **Preferred Qualifications**

- Master's Degree
- Experience as a teacher, counselor
- Possesses leadership qualities and personal characteristics necessary to work effectively with students, parents, teachers, administrators, and community
- Experience in the development and/or implementation of a school-wide behavior management system, including positive reinforcement, interventions, and supports
- Special Education endorsements
- Demonstrated ability to work successfully with diverse communities
- Thorough knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school's policies and procedures

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.

**PHYSICAL DEMANDS:**

The physical demands described 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 duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities

required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess, supervision of outdoor activities and athletics, and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums, outdoor athletic fields, as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*