

JOB TITLE

Dean of Students

REPORTS TO: Associate Principal

JOB DESCRIPTOR: H77

DEPARTMENT: Attendance

SCHEDULE:

EXEMPT X

NATURE AND SCOPE OF JOB:

To assist the administration by organizing the parking lot, bus stops, hallways, bathrooms, commons, and the lunchroom, while promoting an atmosphere conducive to the effective operation of a high school by providing a safe and orderly climate.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Deals with daily discipline duties including: attendance, behaviors, parking, and any other rules violations of students.
2. Walks the halls while class is in session to check for students who are cutting class and unauthorized persons in the building on a daily basis.
3. Walks the hallways between classes and watches for any problem situations on a daily basis.
4. Supervises the commons during lunch periods on a daily basis.
5. Sends copies of rules violations to parents as needed.
6. Serves as a guide to parents on days of parent/teacher conferences.
7. Maintains confidentiality of all information concerning students, staff, or parents in any public setting and chooses the appropriate time, place, and supervisor to discuss problems.
8. Uses positive verbal and non-verbal communication and interaction skills when working with students, parents, and all district personnel at all times.
9. Assists in the day-to-day operation of a school on a daily basis.
10. Refers all discipline related problems to the attendance office as needed.
11. Organizes campus security personnel at all times.
12. Imposes consequences for inappropriate behavior as directed by administrators.
13. Keeps accurate and timely records of all transactions.

14. Other duties and assignments as assigned by the administration to maintain and promote a safe and orderly environment.

OTHER FUNCTIONS:

1. Delivers emergency messages for the office as needed.
2. Escorts students to and from class when requested by the administration.
3. Assists with running fire and tornado drills monthly.
4. Runs errands for the office when requested.
5. Consoles students and refers students with problems to the counseling office as needed.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND MENTAL ABILITY:

- Knowledge of database software such as Profile.
- Knowledge of vehicle identification.
- Ability to work with people of various personality types.
- Knowledge of filing, record keeping, and correspondence.
- Ability to follow and complete both written and oral directions.
- Ability to think clearly and calculate accurately.
- Possess sound emotional judgment.
- Knowledge of letter format.
- Excellent vision, smell, touch, coordination, arm-leg-hand movement, and balance.
- Alertness to watch children, staff, and parents.
- Use of analytical thinking in problem solving.
- Memory ability to comprehend all aspects of the job.
- Ability to concentrate on a task.
- Good judgment when decisions are needed.
- Knowledge of proper sentence structure, grammar, and spelling.
- Ability to be precise in given tasks.
- Excellent speaking capability to clearly and correctly enunciate so that audience listening understands the communication.
- Ability to withstand winter weather conditions.
- Ability to work as a team member in promoting student learning.
- Personnel organizational skills.

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:

- BA/BS degree from accredited college preferred.
- Experience dealing with high school age students desired.

EQUIPMENT USED:

Computer	Copier	Intercom
Typewriter	Printer	Portable Radio
Telephone		

PHYSICAL DEMANDS:

- Digital finger strength to type on a heavy setting.
- Lower body strength to stand and walk throughout the work day.
- Upper body strength to lift 25 pounds and carry more than 50 feet throughout the work day.
- Have visual ability to stamina and stamina to work at a computer monitor throughout the work day.
- Walking for 80% of the work day.
- Standing for 15% of the work day.
- Sitting for 5% of the work day.

ENVIRONMENTAL DEMANDS:

- Air conditioned building.
- Constant exposure to weather extremes.
- Constant exposure to noise over 90 decibels.
- Frequent exposure to dust.

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