SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

DEAN OF STUDENTS

QUALIFICATIONS:

1. Master degree or higher
2. Valid teacher certification with coverage in educational leadership or administration/supervision
3. Related teaching experience totaling at least three (3) years
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL

JOB GOAL:

To help students resolve non-academic problems as may interfere with their getting the greatest benefit from the school's educational opportunities.

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1) Coordinator of Positive Behavior Support (PBS) K-12 with monthly reporting of PBS activities and integration of Multi-Tiered System of Support (MTSS) and Code of Conduct.
2) Assists the principal to protect the health and welfare of students; responsible for the overall safety and well-being of the students.
3) Assist teaching staff in establishing excellent classroom management practices.
4) Assist in the development of policies of student behavior and discipline.
5) Be the lead for discipline/bullying enforcement; confers with individual students and makes appropriate referrals; provides intervention for student discipline issues.
6) Coordinate/monitor Positive Behavior Support (PBS) program school-wide.
7) Develop, implement, and monitor student behavior contracts.
8) Attend Bullying and/or Harassment Investigator Training.
9) Serve as Bullying/Harassment investigator.

10) Promote good school-parent relationships when discussing specific student problems with parents.
11) Organizes and directs cafeteria supervision during breakfast and lunch periods.
12) Monitor buses in the morning and afternoon for arrival and departure of all students.
13) Walk about areas of campus used by students to monitor safety and security and/or directs and coordinates teacher supervision of areas such as halls and walkways.
14) Supports substitute teachers in carrying out their duties.
15) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (Instructional Personnel, 196 Days)
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Instructional Personnel Paid Holidays
Labor Day (1)
Thanksgiving (2)
Christmas (2)
New Year (1)

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

_____ Supervisor's Signature

_____ Employee's Signature

_____ Date

_____ Date

___9/19/2013_____
FCSB Approval Date

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