

JOB DESCRIPTION

TITLE MIDDLE SCHOOL DEAN OF STUDENTS

QUALIFICATIONS

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.

Education/ Experience	Master's degree and a minimum of three years of full-time experience in a certificated position required.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in Educational Leadership (Level I).
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands 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 duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand, walk; use hands to finger, handle and feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists the Principal in the monitoring and supervising of student attendance and discipline.
2. Assists the Principal in the supervision of bus ramp, hallways, ramp ways, cafeteria and parking lot.
3. Assists the Principal in supervision of extracurricular activities.
4. Assists the Principal in the monitoring and supervising of staff performance.

SPECIFIC RESPONSIBILITIES

1. Monitors daily student attendance and administers CCPS attendance policies.
2. Administers appropriate discipline to all students as outlined by CCPS Code of Student Conduct.
3. Coordinates and supervises detention hall, in-school suspension, extended school programs, Enhanced ASSIST, and Saturday school.
4. Administers discipline to students with school bus referrals.
5. Monitors clerical assistants and the accurate compilation of daily attendance reports and records.
6. Coordinates and conducts appropriate parent/teacher conferences related to attendance and discipline.
7. Communicates daily with students, parents, and teachers regarding attendance and discipline matters.
8. Supervises the assignment and distribution of student locks and lockers.
9. Develops an operational understanding of and coordinates with outside support agencies for children's services.
10. Facilitates, utilizes, and coordinates services of guidance, youth relations deputy (YRD),

Exceptional Student Education, and dropout prevention programs in the identification and remediation of attendance and discipline problems.

11. Researches, develops and implements programs to improve student attendance and discipline.
12. Assists staff with behavior management plans for students with chronic discipline problems.
13. Assists the Principal with the interviewing and evaluating of staff.
14. Performs other tasks, duties, and responsibilities as assigned by the Principal.