

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Dean of Students Position Description**

**LOCATION:** Various Schools

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 1-5 (w/Stipend)

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Principal

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

The Dean of Students works with the Principal 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 diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the principal, counselor, nurse, staff, students and parents towards a positive school climate.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self- concept.
- Skill in human relations which demonstrates sensitivity to needs and concerns of others. Dean of Students participates or leads development of positive behavior support systems and development of intervention strategies.
- Demonstrated ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs. Coordinates, facilitates and implements disciplinary intervention steps, including PBIS/VTSS, and processes with staff, working closely with the principal.
- Attends and participates in various leadership team meetings and other building meetings as assigned.
- Coordinates implementation of parent involvement as well as school sponsored events. Assists with school-wide and event supervision. Demonstrated ability to

communicate orally and in writing with clarity and conciseness. Motivates students in a positive direction which will help students to increase individual decision making responsibilities.

- Ability to effectively supervise building classified staff.
- This position includes a supplemental contract.
- Required to follow Board policies and keep abreast of updates and changes.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of subject(s) taught; thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Candidates must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, staff, administrators, and parents.

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to

approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

The Building Principal will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.