

Santa Maria Joint Union High School District

Dean of Students

Duties and Responsibilities

Dean of Students duties and responsibilities fall in all three domains: Instruction, Student Services, and Special Programs. Listed below are some of the specific duties and responsibilities, which will vary depending on the site placement. Site Dean of Students will work under the direct supervision of the site Principal.

Domain Assignments

| <u>Instruction</u> | <u>Student Services</u> | <u>Special Programs</u> |
|---------------------|--------------------------------|------------------------------|
| Master Schedule | School Discipline/Intervention | Special Education |
| Counseling/Guidance | Attendance | 504 Oversight |
| Departments/PLCs | School Safety/Security | EL, AVID, CTE |
| Technology | Student Wellness | Testing/School Accreditation |
| Summer School | Athletics/Activities | Parent Engagement |

Ability To

Plan, organize, coordinate, and implement assigned programs and activities
Prepare and deliver presentations
Supervise and evaluate designated certificated and classified personnel
Engage and communicate with students, staff, parents, and community groups
Attend and supervise various school events
Attend professional development trainings
Assist in implementing CA Education Code and district/school policies, procedures, and guidelines

Required Qualifications

Valid California Administrative Credential
Valid California Single Subject Teaching or PPS Credential
Valid California Driver's License

Desired Qualifications

Bilingual/Spanish
Successful experience in a multi-cultural setting
Advanced technological literacy

Contractual Days

210 Days

Salary

Ranges from \$123,934 – \$136,638

Benefits

Competitive health and dental package

4/2021

DEAN OF STUDENTS

Primary Function:

To assist and participate in the planning, organizing and administering of assigned operations, activities and educational programs of a district high school in accordance with the district's general policies, the regulations of the State Board of Education, the Educational Code and applicable federal and state laws. Employees in this classification receive direction from a principal within a framework of policies and guidelines. Employees in this classification supervise, coordinate and evaluate the work of others; must be capable of administering a wide variety of programs, projects, operations, and activities as found in the ever changing and challenging public high school environment; have knowledge of accepted and successful educational processes/methods as well as strong administrative capabilities, excellent organizational planning skills, and the ability to effectively communicate with diverse, multi-cultured individuals and groups. Incumbents in this job classification may administer and participate in all facets of school site administration and may be assigned to designated functions in the area of Instructional Support, Student Services, or Special Programs of a district high school. Functional assignments may differ from school site to school site depending on particular site/program needs and priorities.

Essential Functions:

- plans, organizes, coordinates and implements assigned educational/instructional programs, facility operations, administrative functions and/or student support activities for a district high school
- communicates and interacts with students on a continuous basis; conferencing, counseling, monitoring and observing; participating in and/or attending a variety of student events and activities
- attends meetings and actively participates with a variety of school site, district-wide, community, and/or special interest committees and councils as a member and/or advisor
- maintains and continues to develop professional expertise in areas of educational philosophies and practices, management skills and school site administration; attending professional conferences and workshops, reviewing various job-related materials and readings; and networking with other educators and school administrators
- prepares and delivers presentations

Essential Instructional Support Functions:

- counsels, advises and oversees the work of certificated staff members; conducting formal and informal classroom/teaching observations, preparing write-ups and feedback to teachers and administrator, discussing evaluation results with the teacher, and providing support/advice to teacher as needed
- develops and coordinates assigned school's master schedule; determining the number of certificated FTE available, the number and type of classes needed, rooms available, student's needs, individual teacher's strengths and needs, etc. and combining these elements in an efficient and effective arrangement of people, time and space
- acts as major resource to instructional departments in the development of a curriculum that is in accordance with the district's educational plan and philosophy and the school's long range objectives; providing advice, support, research, resources, motivation, and encouragement as necessary
- coordinates, monitors, and participates in the development and on-going maintenance of appropriate courses of study for each class being offered at the assigned high school; ensures that appropriate district standards, designated university requirements and state guidelines are being met
- monitors assigned special instructional projects/programs to ensure compliance with both state and federal guidelines and the maintenance of instructional integrity
- administers, coordinates and monitors a variety of staff development activities for school site personnel to ensure compliance with staff's professional growth criteria and to enhance the knowledge and skills of all site employees

-coordinates, monitors, and participates in the development of a school site plan for the acquisition of textbooks/instructional resources in accordance with curriculum guidelines and budgetary constraints

Essential Administrative Support Functions:

-supervises, coordinates and oversees the work of classified staff members; interviewing applicants, monitoring and participating in staff supervision, discipline, and evaluations

-inspects building and grounds facilities to determine maintenance and operational needs and works with the plant manager to establish priorities for the appropriate repair and maintenance of these facilities

-develops and implements School Safety Plan and conducts appropriate drills

-administers, supervises, and monitors attendance functions and activities at assigned school site; developing and implementing appropriate procedures and processes to ensure compliance with state reporting requirements within designated timelines

-Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | | | |
|---------------|------------------|------------------|----------------|
| 1. Seldom | = Less than 25 % | 3. Often | = 51 to 75 % |
| 2. Occasional | = 26 to 50 % | 4. Very Frequent | = 76 % & above |

4 a. Ability to work at a desk, conference table, or in meetings of various configurations

3 b. Ability to stand for extended periods of time

3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter

4 d. Ability to hear and understand speech at normal levels

4 e. Ability to communicate so others will be able to clearly understand a normal conversation

4 f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl

3 g. Ability to lift 25 lbs.

3 h. Ability to carry 25 lbs.

3 i. Ability to operate office equipment

4 j. Ability to reach in all directions

EMPLOYMENT STANDARDS:

Knowledge of:

Applicable state and federal laws, codes and regulations; case law pertaining to special education and Section 504

Principles, philosophies and practices of accepted educational systems

Instructional methodologies and strategies for both typical and atypical learners

State frameworks; content and performance state standards

Curriculum development; curriculum modification and adaptation for students with disabilities

Staff development practices

Regulations governing student record maintenance; maintenance of confidential information

Proper management techniques and methods

District policies, practices, procedures; administrative directives and educational philosophy

Skill to:

Communicate effectively and tactfully both orally and in writing
Work cooperatively and collaboratively with staff, students, and the public
Respond to, mediate, and resolve conflicts
Provide leadership to staff; motivate staff to implement planned changes
Coordinate a variety of schedules
Develop, implement and evaluate instructional strategies
Implement collaborative and team building processes
Plan and implement staff development and parent education programs
Coordinate services provided by outside agencies
Establish and maintain effective working relationships
Analyze situations accurately and adopt an effective course of action
Create a vision and inspire others to work positively
Maintain accurate records and ensure security of confidential records; prepare reports
Read, interpret, apply and explain rules, regulations, policies and procedures
Train personnel
Plan, organize, and prioritize work
Supervise and evaluate the performance of any assigned staff
Interpret and successfully implement district policies, objectives, directives, and educational philosophy
Plan, direct, and administer assigned operational and administrative functions for a large, comprehensive high school
Supervise, motivate, and evaluate the work of others
Plan, manage, and prioritize a wide variety of functions within a given time- frame and limited resources
Prepare a variety of reports and presentations including highly complex, technical and analytical writings
Counsel and advise employees, students, parents, and the public effectively and positively
Establish and maintain effective work relationships with those contacted in the performance of required duties

Education and Experience:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Possession of a valid California Administrative Credential required. Possession of a valid Single Subject Teaching or PPS Credential required.

Bilingual Desired

Successful experience in a multi-cultural setting

Advanced technological literacy

4/2021