

PE ELL SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Dean of Students
Location:	Pe Ell School District
Immediate Supervisor:	Superintendent
Salary and schedule	\$68,111-\$124,036 Depends on years and type of experience; 211 days/year – includes 11 holidays

Required Qualifications:

1. Successful completion of FBI criminal history and fingerprint check.
2. High school diploma or equivalent.
3. Bachelor's Degree from accredited college/university program.
4. Minimum of five successful years teaching experience.
5. Master's Degree from accredited college/university program.
6. Current Washington State Teaching Certificate.
7. Current Washington State Administrative Certificate or one in process.
8. Maintain current First Aid Card.

Major Duties:

1. Works in tandem with and complementary to the building Principal and District Superintendent.
2. Serves as a resource for building staff, and parents in working with students, creates a positive school climate and helps students develop a positive self-concept. Skill in human relations which demonstrates sensitivity to needs and concerns of others.
3. 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, and works closely with Principal and Superintendent.
4. Attends and participates in various leadership team meetings and other building meetings. Must possess the ability to interpret attendance data accurately. Coordinates, facilitates and implements attendance intervention steps, including but not limited to holding attendance conferences, making home visits, and preparing BECCA paperwork. Contacts students and parent to discuss attendance irregularities. Coordinates nine-day conference and refers student to the Principal and Superintendent in cases of absences at or beyond twelve days. Assists with student discipline.
5. Motivates students in a positive direction which will help students to increase individual decision making responsibilities.

Essential Functions and Responsibilities of the Dean of Students: (To include, but not limited to)

1. Monitor student discipline, attendance, and individual progress.
2. Supervise and provide for the general welfare of students during the school day.
3. Ensure that behavioral expectations and school culture standards are met outside of the classroom as well as inside, including establishing and monitoring bus behavior/culture as well as cafeteria behavior and culture.
4. Identify at risk student academics and behavior and coordinate intervention.
5. Communicate and work effectively with students, staff, parents and community members and agencies.
6. Establish and maintain an optimal learning environment within the school.
7. Ensure all school programs and activities conform to district guidelines.
8. Lead school improvement efforts of the Pe Ell School District.
9. Administer and monitor budgets, including building and ASB budgets.
10. Responsible for ASB and student leadership meetings at all 3 levels.
11. Adhere to and coordinate all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
12. Assist and make referrals to Children's Protective Service and Law Enforcement.
13. Administer all state wide testing for all grade levels.
14. Comply with all legal and regulatory requirements of the various governmental agencies.
15. Support the Mission and Beliefs of the Pe Ell School District.
16. Maintain effective organizational skills for each day and for school events and functions.
17. Maintain school records and submit required reports.

Other Functions:

1. Other Duties as assigned by the Superintendent to support the success of the school.

Working Conditions/Environment

1. Situations require working in noisy and crowded environments.
2. May have to physically intervene with a child in crisis.
3. Able to bend, lift and reach above head.
4. Able to word process and use other tech. programs and equipment.
5. Able to work in severe weather, at sporting events and other times.
6. Able to respond to emergencies in calm and direct fashion.

Application Information

<https://jobs.redroverk12.com/org/EdJobsNW>

Benefits

Insurance Benefits

Employees who are anticipated to work 630 hours during the school year (September 1 through August 31) are eligible for medical, dental, vision, long term disability and basic life insurance benefits. Pe Ell School District health insurance benefits are administered by the Washington State Healthcare Authority under the School Employees Benefits Board (SEBB). Click on the link <https://www.hca.wa.gov/employee-retiree-benefits/school-employees> for information on available benefit options.

Retirement and Deferred Compensation

Eligible employees are required to be a member of the Washington State Department of Retirement Systems Plan. For eligibility information, click on the link to the Department of Retirement Systems' web site. Employees also have the ability to participate in tax deferred 457 Deferred Compensation Plans (DCP). These are supplemental retirement savings programs that allow you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options. Click on the link <https://www.drs.wa.gov/plan/dcp> for information on the 457 plan (DCP) with the Department of Retirement Systems.

PSD is an Equal Opportunity Employer

Notice of Non-Discrimination

Pe Ell School District may not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, gender identity and expression, veteran or military status, or the use of a service animal by a person with a disability, and must provide equal access to all designated youth groups. For questions or complaints, please contact Pe Ell School District's Equity and Civil Rights Office at P. O. Box 368, Pe Ell, WA 98572 or at (360)291-3244, Compliance Officer, Bobby McCalden, bmccalden@peell.k12.wa.us; Title IX Officer, Stasha Magruder, smagruder@peell.k12.wa.us; and 504 Coordinator, Keith Shepherd, kshepherd@peell.k12.wa.us.