



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Dean of Students	Location:	School Site
Reports To:	Principal	Supervises:	Support Personnel
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	11 months	Salary:	see lhusd.org website

Qualifications

- Appropriate Teacher or Administrator's Certificate as required by the State of Arizona
- Bachelor's required; Master's preferred
- Three to five years experience in school setting
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Assist the administrative team with a variety of administrative duties in the areas of student discipline, social emotional learning, and supervision and coordination of daily campus activities. Processes student referrals to support in the proper placement of social emotional learning programs. Confers with parents, staff, administration, and others to seek solutions for the academic, personal, behavioral and social/emotional problems of students. Participates as a member of appropriate community, campus and district committees as assigned.

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Responsible for assisting in the school co-curricular programs and all activities and programs that are outgrowths of the school curriculum
- Monitor student discipline patterns, generate reports and analyze data regarding student discipline
- Assist the principal in the annual revision of student handbook, PBIS lessons and matrices, and enforcement of code of conduct
- Responsible for working with Student Services to develop alternative discipline for students in violation of drug or alcohol violations
- Makes referrals to resources and assistance available at the school and community level to address issues of attendance, discipline, and behavior

STAFF PERSONNEL

- Responsible for assisting with schedules and assignment of staff duties related to student safety and supervision
- Responsible for supervising and evaluating support staff who work alongside students for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's mission and vision
- Ensures appropriate communication with school counselors, teachers, administration, school resource officers, and other local authorities regarding student behavior
- Assist in emergency situations, routine emergency drills, and support the administration in the training of staff as requested

PUPIL PERSONNEL

- Responsible for implementing established guidelines for student conduct
- Responsible for monitoring student academic progress
- Responsible for recording and maintaining accurate student records as required by federal, state, and local statutes and Governing Board policies.
- Responsible to organize, implement and oversee a fair, consistent system of student discipline to include the coordination and tracking of student behavioral interventions.
- Attend meetings at the school, district, and community in relation to student discipline and success; including but not limited to: parent meetings, manifestation determination meetings, hearing officer meetings, youth court hearings, and superior court hearings.
- Oversee the school safety committee and make recommendations on revisions to EOP

SCHOOL COMMUNITY RELATIONS



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- Responsible for communicating with the high school and elementary schools within the school district to ensure continuity within social emotional learning programs and discipline systems
- Facilitate workshops for students and parents on matters related to problem solving, appropriate communication skills, interpersonal relations, and anger management.



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SUPPORTING SERVICES

- Responsible for assisting in the implementation of support services to meet the needs of students and staff.
- Responsible for assisting cooperatively with school district functions, programs, and committees.
- Responsible to work with government and other agencies that have children as their major concern.

ADMINISTRATIVE TEAM

- Responsible to assist in the development, implementation, and interpretation of policies, regulation and procedures.
- Responsible for participating in the decision-making process, in addition to supporting and implementing decisions and directives of the Superintendent of Schools.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.