

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Dean of Students –High School

DEPARTMENT: High School Education

REPORTS TO: Building Principal

POSITION SUMMARY: Under the direction of the Principal, the Dean coordinates a variety of support programs for students to enhance the academic, physical emotional and social well-being of students. This teacher-leader position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills

ESSENTIAL FUNCTIONS:

- Support and foster an environment for school safety: physical, emotional and intellectual in order for effective teaching and learning to occur.
- Coordinate school-wide behavior management system with other staff, including positive recognition of students, conflict resolution, disciplinary procedures, remediation actions, and records retention.
- Supervise students within school and at school sponsored events.
- Model staff appropriate techniques, interventions, and interactions with students.
- Monitor progress and attendance of students for the purpose of assisting students in developing and achieving educational goals.
- Conducts assessments of students and/or their learning environment for program supports as necessary.
- Meet and partner with students, families, staff, and appropriate community members for the purpose of facilitating learning, including the School Improvement Plan and the meaningful involvement of parents in the school.
- Supervise, support, and evaluate classified staff, including the creation of Educational Assistant schedules.
- Assist in developing and implementing professional development programs for building staff.
- Demonstrate a commitment to closing the achievement gap.
- Maintain positive relationships with diverse school community and district staff, including open communication.
- Provide regular program data-based evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Principal and other stakeholders.
- Be willing to be trained in Right Response.
- Work cooperatively with a building team in planning, supporting and providing instruction and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's degree from an accredited college or university. Master's degree preferred.

EXPERIENCE: Three (3) years of successful teaching experience in public schools and effective work with secondary school age students. Preference given to secondary instructional or administrative experience. Prior experience coaching and training adult learners.

CERTIFICATES & LICENSES: Valid Washington State teaching and/or administrative certificate. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

CONTINUING EDUCATION/TRAINING: Maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

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REQUIRED TESTING: None Specified

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date