



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Dean of Students (High or Middle School)
<b>Reports To</b>	School Principal/Assistant Principal
<b>Level/Grade</b>	5-8 or 9-12
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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Appointment via interview process.

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The Dean of Students has a strong role in the establishment of a positive school climate by enforcing the Standards for Student Behavior, coordinating safety and security measures, and practicing preventative activities designed to reduce disciplinary incidents. The Dean will also lead the work of social-emotional learning (SEL) on the district team as well as support Title IX investigations for the District.

### Qualifications

- Secondary Teaching Certification
- Five years of successful teaching experience at the secondary level is required.

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the Standards for Student Behavior and related policies and documents.
- Must participate in Title IX training and lead Title IX investigations throughout the district as determined by the Title IX Coordinator/Superintendent.
- Applies current research-based best instructional practices and strategies when supporting SEL standards and co-constructing the District SEL vision and action plan.
- Enforces discipline and attendance policies.
- Supervises common areas of building/main campus.
- Supervises extra-curricular responsibilities, which may include occasional supervision of evening activities.
- Practices and models preventative activities and de-escalation strategies to reduce disciplinary incidents.
- Participates in and/or facilitates committees related to school/district safety, discipline, and climate.
- Supervises parking and bus arrival and departure.
- Facilitates up to one advisory period when applicable.
- Uses and presents data to impact practice.
- Proposes revisions to policy to promote student success.
- Develops, implements and monitors individual student behavior plans.
- Uses technology to provide instruction and analyze data.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents/guardians; communicates immediately with both when there are concerns.
- Takes responsibility for personal and professional growth.
- Participates in school events and in school/district/department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and

- teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

### **Supervises**

Students and Student Service Teams

### **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

- Valid secondary teaching certificate (RI principal certificate or previous experience as a Dean of Students preferred). Preference will also be given for possession of a Master's degree.
- Preference will be given to high school faculty for high school position and middle school faculty for middle school position. Five years of successful teaching experience at the secondary level is required.

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

Currently: Work year/day: teacher's work year plus four (4) days; 30 minutes prior to student arrival and 65 minutes after student departure.

**Created 4/20/2007**

**Revised 7/24/2014; 5/6/2022**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*