

Stipend - Dean of Students

JOB DESCRIPTION

POSITION TITLE

STIPEND POSITION: TEACHER ON SPECIAL ASSIGNMENT/DEAN OF STUDENTS

MINIMUM

Teaching Certificate

QUALIFICATIONS

A minimum of three years of teaching experience at high school level

Master's degree from an accredited college or university preferred

Conflict resolution training a plus

Computer skills

Required criminal history background check

Proof of US citizenship or legal resident alien status

Pursuing an administrator/supervisory certificate a plus

REPORTS TO JOB GOAL(S)

Building Principal

The Dean of Students is primarily responsible for: student discipline and attendance; assists students in resolving such nonacademic problems as may interfere with their benefiting from school programs and services including conflict resolution. The Dean of Students is not responsible for teaching, supervision or evaluation. The position is 10 months beginning September 1 and ending June 30.

PRIMARY RESPONSIBILITIES

1. Oversees all matters of student discipline
2. Oversees individual students and, when necessary, makes appropriate referrals for testing, guidance or psychological counseling, and conflict resolution
3. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school
4. Coordinates and maintains follow-up on student attendance issues as they relate to the attendance policy
5. Resolves all discipline problems in a fair, just and consistent manner, and maintains individual records of all disciplinary action taken
6. Prepares and presents completed Electronic Violence and Vandalism Reporting System forms on a monthly basis
7. Participates in the overseeing of co-curricular activities
8. Assists in the interpretation and implementation of school and district programs, policies, and procedures to students, staff, parents and the community, i.e. In-School suspension, ID programs
9. Handles new student orientation to Columbia High School
10. Works with parents, community, and governmental agencies on problems of school attendance
11. Represents the school with community and government agencies
12. Assists in the developing and administering practices dealing with an effective school environment including security
13. Confers with parents, teachers, counselors, Special and Support Services personnel, and students on matters of discipline and welfare
14. Serves pm the school's administrative team (consisting of principal, assistant principals, and athletic director)
15. Must be able to attend occasional weekend and evening meetings or functions, i.e. Board Disciplinary Hearings, student activity events, etc.

TERMS OF EMPLOYMENT 10 months stipend position

Salary as per SOMEA agreement