



DATE WRITTEN/REVISED: April 1, 2026

TITLE: North Elementary Dean of Students (TOSA)

REPORTS TO: North Elementary Principal

Duration: 2 Year Assignment

QUALIFICATIONS:

Education and Experience

A current teaching license issued by the Minnesota Department of Education.

Knowledge/Skills/Abilities

1. Knowledge of the elementary learner and curriculum (2nd - 4th grades)
2. Knowledge of Positive Behavioral Interventions and Supports
3. Knowledge of the MTSS Process
4. Knowledge of professional code of ethics;
5. Skill in working collaboratively
6. Ability to handle confidential information appropriately;
7. Ability to work and communicate with individuals from diverse backgrounds;
8. Strong organizational skills.

Job Goal:

Provide support to North Elementary Principal for the 2026-2027 and 2027-2028 school years so that the Principal can focus additional time on the district's curriculum development/curriculum implementation process.

Support to the principal will be provided through:

Provided leadership to students and programs under the supervision of the North Elementary Principal in accordance with the Policies, Rules, and Regulations of the Board of Education, for planning, management, operation, and evaluation of the educational program for which he or she is assigned for the 2026-2027 and 2027-2028 school years.

Performance Responsibilities:

1. Assists the building principal in supervising North Elementary programs as related to standards of achievement, student welfare and safety, student records and reporting, student discipline and attendance, and the general progress of the school.
2. Assumes responsibility for general operations, supervision, and management of the school, including, but not limited to, student supervision and management, building drill schedules, bus safety organization, etc.
3. Assist in the planning, development, and implementation of PBIS and MTSS.
4. Attends IEP, 504, and Student Assistance Team meetings
5. Attends staff meetings and in-service training sessions

6. Reviews and completes documentation in compliance with federal and state rules and regulations, as well as with District policies and procedures;
7. Other duties as assigned.

PHYSICAL EFFORT:

Ability to perform the following actions: Sitting, using hands dexterously, talking, hearing, reaching, bending, crouching.

WORKING CONDITIONS:

Must be willing and able to work in the following conditions: one to one, small group, classroom, and office settings, at times busy, fast-paced, noisy and with occasional interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs and requirements of the position change.

TERMS OF EMPLOYMENT:

SUPERVISOR: _____

AGREED TO: _____

REVIEWED ON: _____