



Browning Public Schools
JOB DESCRIPTION
Effective: June 4, 2002



Dean of Students

Summary of Functions

Helps students resolve nonacademic problems and issues as may interfere with or otherwise impede learning. Strives to assist students in getting the greatest benefit from the school's educational opportunities and to help them achieve the fullest benefits from the school's nonacademic programs, services, and offerings consistent with district and school policies and procedures. Depending on grade level of school, may be assigned to particular gender group to enhance and facilitate communications with students that may otherwise be impeded if such assignment were not made.

Essential Duties and Responsibilities

- 1) Student Relationships – Develops and maintains contact with students, generally, and with assigned gender group in particular for sensitive sexual and gender-specific issues. Strives to develop a friendly, but professional, relationship with students. Maintains composure in difficult situations and requires students to be respectful of staff and other students and to control their emotions.
- 2) Counseling – Advises individual students and, when necessary, makes appropriate referrals for testing, guidance or psychological counseling. Assists students and, as necessary, their parents in making choices for students to stay in school and keep on task so they will achieve their educational and extracurricular goals. Works with parents to create a positive learning environment for their children. Works with teachers and other staff members to improve the educational prospects of individual students.
- 3) Attendance – Oversees all matters of student attendance including attendance clerks and home school coordinators. Notifies parents of students who are excessively absent and works toward obtaining their cooperation.
- 4) Discipline – Resolves student disciplinary issues in a fair and impartial manner consistent with district policies and school rules. Works with students, parents, counselors and other staff on disciplinary issues. Makes recommendations to the principal for removing disruptive students from the classroom and/or school. Maintains records of disciplinary action taken.
- 5) Safety – Assists the principal in protecting the safety, health and welfare of students. Consults with school nurses, resource officer and others in protecting students. Makes recommendations to the principal in developing or revising campus control and safety and assists in implementing adopted procedures. May provide or assist in oversight of campus premises, operations and activities.
- 6) School Support – Guides students in their participation in school activities. Aids students in course and subject selection. Disseminates information on tutoring services and summer school program. Assists principal with graduation procedures.

- 7) Administration – Has general supervisory responsibility for student activities, athletic events, student orientation programs and similar activities as assigned. Administers the extracurricular program of the school, as assigned, and responds to student-initiated requests for new extracurricular clubs, activities and programs. Supervises the registration, classification, scheduling and testing of students and the development, maintenance and distribution of student calendars, handbooks, schedules, bulletins and similar information.
- 8) Policies - Assists in the interpretation of school and district policies, procedures and programs to students, parents, staff and community. Makes recommendations for appropriate revisions of policies and rules affecting students.
- 9) Cooperation – Works cooperatively and in coordination with instructional leaders, teachers, other school staff and local agencies in carrying out district and school goals with respect to students. Assists students, both individually and in groups, within the school environment to identify and manage family crisis situations affecting the full participation of students in school instruction and activities. Works with parents to create a partnership in that process.
- 10) Meetings - Attends and participates in various meetings: with individual and groups of students; parents, including home visits; school meetings; meetings of administrators and/or the board of trustees, as needed; other meetings as needed including state and local agency and community meetings.
- 11) Training – Attends in-service training, workshops, conferences and conventions as required.
- 12) Reports – Prepares and submits reports and other related documentation as required.
- 13) Public Relations – Promotes the school and its students to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.
- 14) Confidentiality – Maintains confidentiality over protected, privileged or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 15) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the principal or his or her designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

• Master's degree in education, administration, counseling or related field.

• State of Montana teacher Class 1 or 2 certification.

☞☞☞ Three (3) years of successful contracted teaching experience under Class 1 or 2 certification.

☞☞☞ Proficient with desktop computers, preferably Microsoft operating system.

☞☞☞ Ability to interact positively with students, staff and community.

☞☞☞ Ability to supervise support staff.

☞☞☞ Excellent communication, problem solving and organization skills.

☞☞☞ Ability to work with others and without close supervision.

☞☞☞ Good work habits.

Desirable Qualifications –Previous experience working with secondary age students. Experience with School Master and similar student databases. Administrative Class 3 certification.

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