

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DEAN, MIDDLE / JUNIOR / SENIOR HIGH SCHOOL

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Educational Leadership or School Principal.
- (3) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, and policies pertaining to attendance and student discipline. Communication skills of listening, speaking, and writing. Technical knowledge and skills to operate computer, enter data, analyze and process information. Evidence of effective decision making, management skills, high energy level, tolerance for stress, and strong work standards. Ability to apply principles of group dynamics, conflict resolution, and problem-solving.

REPORTS TO:

Principal

JOB GOAL
To create an atmosphere within the school which will enable students to achieve maximum benefits from all programs, services, and opportunities in a safe and orderly environment.

SUPERVISES:

Personnel assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise students on campus including hallways, parking lots, cafeteria, restrooms, athletic events, social activities, programs, and assemblies.
- * (2) Enforce the discipline code to promote student learning and maintain a safe environment.
- * (3) Work closely with students, parents, and staff to correct discipline problems when they occur.
- * (4) Provide guidance to, and instruction for, teachers in the implementation of discipline policies.
- * (5) Process discipline referrals from teachers in a timely manner and in accordance with District and school guidelines.
- * (6) Monitor and enforce the attendance policy.
- * (7) Maintain student discipline files.
- * (8) Assist Principal in developing and maintaining a philosophy of discipline for the school, including the following functions:
 - a. To create and preserve conditions essential to the orderly conduct of the school.
 - b. To prepare the student for effective participation in adult life.
- * (9) Handle bus discipline referrals to support safe transportation of students.
- * (10) Investigate and recommend students for suspension and / or expulsion in coordination with the Principal.
- * (11) Complete investigative and due process procedures.
- * (12) Maintain liaison with city, state, juvenile, federal and legal authorities and coordinate with Principal.
- * (13) Use available resources and itinerant personnel to support student and staff needs.
- (14) Schedule and conduct school-site safety programs and appropriate drills, including completion of follow-up paperwork and recommendations for change.
- * (15) Communicate and interpret District and building policies to students, parents, and staff.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Instructional Salary Schedule