

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD AM 104
Updated: September 2009

Position Title: **Dean of Students**

Qualifications:

- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Must be fully licensed by the Wisconsin Department of Public Instruction as a professional educator or higher.
- Proven success in classroom management and student discipline throughout the classroom and assigned duties.

Immediate Supervisor: Appropriate Building Level Principal

Position Function:

The Dean of Students, under the supervision of the Building Principal and pursuant to the rules and policies adopted by the Board of Education of the Tri-County Area School District, shall assist the building level principal in the administration and operation of the attendance center to which he/she is assigned.

Specific Responsibilities:

1. Responsible for daily building discipline of students grades 7-12.
2. Work to maintain a healthy, safe, and positive learning environment for teaching and learning.
3. Maintain a fair but disciplined learning environment.
4. Keep an open line of communication with the principal (and other faculty on a need to know basis) on emerging discipline issues.

5. Knows and consistently adheres to the state legal statutes and local school district policies.
6. Serves as a liaison between the school, staff, students and the community.
7. Recognizes and supports the educational value of team management.
8. Assists with the safety and security procedures for the building, equipment, grounds, and transportation.
9. Demonstrates a student-centered philosophy of education and considers the welfare of students as a paramount responsibility.
10. Maintains professional growth through workshops, seminars, conferences, and personal reading.
11. Establishes and administers rules and regulations pertaining to the welfare and management of students.
12. Maintains accurate records and prepares reports.
13. Works closely with teachers of Children with Disabilities (CWD) students in helping to meet behavioral Individualized Education Plan (IEP) goals.
14. Maintains an awareness of factors outside the school which affect the school structure.
15. Works closely with building principals on truancy issues.
16. Attends 7-12th grade Building Consultation Team (BCT) meetings as appropriate.
17. Works closely with Police Liaison Officer (PLO), Social Services, and other outside agencies.
18. The Dean of Students shall perform such other duties as may be assigned by the building principal(s).

Evaluation: Evaluation of this position will be done annually by the building principal(s).