

WINSLOW TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION

Dean of Students

QUALIFICATIONS:

- Valid New Jersey Principal Certificate of Eligibility.
- Minimum of three (3) years experience in an educational, juvenile justice, or social services setting.
- Strong interpersonal and communication skills.
- Knowledge of laws, regulations, policies, and regulations related to school discipline.
- Ability to maintain a positive learning environment.
- Required criminal history background check and eligibility to work in the United States.
- All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education.

REPORTS TO: Building Principal or Designee

EMPLOYMENT: 10-month work year. Salary to be determined by the Board.

JOB GOAL: The Dean of Students will administer the student code of conduct; provide presentations to students, staff, and parents to assist in school wide understanding of behavioral expectations and consequences for failure to comply and monitor compulsory attendance requirements. He/she will promote an effective learning environment and close working relationships with parents, students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Principal in duties related to the resolution of discipline problems, enforcing the district code of conduct, and improving student conduct.
2. Collaborates with Principal, staff, parents, and students in developing and implementing the school discipline plan and research-based programs to improve student conduct, school climate and culture.
3. Keeps the Principal and other designated staff informed about trends in student behavior problems and makes recommendations of alternative measures to address these problems through program initiatives and/or change to policies and procedures.
4. Assists in the recording and monitoring of student attendance, truancy and behavior issues, and assists with investigation, follow-up actions, and the preparation reports.
5. Collaborates with the building administrators and staff to ensure fair, equitable, consistent enforcement of code of conduct violations or violations of laws, regulations, or policies related to discipline.

6. Provides presentations to students, staff, and parents to assist them in understanding expectations for behavior, the district code of conduct, district policies and regulations related to discipline.
7. Serves as a member of the school Intervention and Referral Services committee and other school and district committees as assigned.
8. Communicates and meets with parents and students regarding disciplinary infractions or problems, schedules re-entry conference and monitors re-entry plans and strategies.
9. Coordinates in-school disciplinary activities including, but not limited to, in-school suspension and after school detention.
10. In collaboration with the building administrator, completes NJDOE Electronic Violence and Vandalism Reports and forwards them on a monthly basis to the Superintendent or his/her designee.
11. Coordinates the preparation of referral packets for students whose infractions require, by law, removal from the regular educational setting.
12. Maintains records related to school discipline, inputs data into the student management system and analyzes this information to use in developing building-level prevention practices.
13. Performs such record-keeping as the Principal or his/her designee may direct.
14. Assists with monitoring and directing student behavior during arrival, lunch, extra-curricular activities, evacuation drills and dismissal, in order to promote good behavior and student safety.
15. Maintains confidentiality of sensitive correspondence, records and information concerning student conduct and discipline.
16. Performs such other related duties as may be assigned by the Principal or his/her designee.

ACKNOWLEDGEMENT:

I acknowledge receipt of a copy of this job description and I am aware that I may be required to fulfill any of the listed performance responsibilities.

I am aware of the fact I will be on a 90 day probationary period, during which I may be summarily dismissed without notice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

Reviewed and agreed to by employee:

Signature

Date

APPROVED:

Job Title: