



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Dean of Students	<b>Department:</b> Teaching & Instruction
<b>Immediate Supervisor's Position Title:</b> Building Principal	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Principal, the Dean of Students is responsible for providing administrative and support to the Principal by providing leadership and assistance in the areas of student discipline, student supervision and monitoring, assistance with school administration programs (e.g. student orientation, team meetings, student intervention meetings, student registration, student recognition, testing, school safety and transportation issues) as delegated by the Principal.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the administration of student discipline and the enforcement of district and building policies and procedures.
  - a) Coordinates and oversees the maintenance of student records and disciplinary records.
  - b) Provides leadership and direction in developing a positive discipline plan.
  - c) Determines consequences for student behaviors consistent with district policies and procedures.
  - d) Facilitates problem solving with students, staff and teachers to influence positive behaviors.
  - e) Collaborates and works with the Principal and law enforcement on investigations as needed.
- Oversees and supervises student behavior in hallways, cafeteria, grounds and facilities of the district to promote safety and an orderly climate in which to learn.
  - a) Assists the Principal in supervising after school/evening functions or activities.
  - b) Monitors bus loading and unloading to assure safety of students.
  - c) Monitors student behavior in hallways, pass times, and lunchroom.
- Provides and assists the Principal in assuming various building administrative functions.
  - a) Attends team meetings and serves as a trained administrative representative at IEP meetings.
  - b) Recommends and assists in the development/revision of building level policies and procedures.
  - c) Attends, facilitates and works with the School Counselor and social worker during student intervention group meetings. Discuss and address individual student needs and issues.
  - d) Assists in the conduct of student orientation meetings, student registration, organization of student academic recognition, coordination of achievement testing, or coordination of building/student safety programs/drills.
- Provides guidance and support services, as needed.
  - a) Provides support services for students in the areas of academics, attendance, truancy, discipline and other matters.
  - b) Counsels students, staff and families regarding individual needs of student.

- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
  - b) Attends training sessions, conferences, and seminars,
  - c) Keeps abreast of changing developments, trends, instructional and educational technologies.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Bachelor's Degree Required. Master's Degree Preferred.		
High school diploma or GED.				
1 year college				2 years college
3 years college	X			4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of teaching principles, practices, techniques and approaches.</li> <li>• Knowledge of child development theories and development stages and needs.</li> <li>• Knowledge of current trends, theories and technologies pertaining to learning and instruction.</li> <li>• Knowledge of assessment procedures and techniques, test construction and evaluation methods.</li> <li>• Knowledge of subject material, concepts and issues related to grade/subject of assignment.</li> <li>• District policies and procedures governing student discipline.</li> <li>• Student behavior modification techniques.</li> <li>• Conflict resolution.</li> <li>• Knowledge of intervention programs and community resources or referral sources.</li> <li>• Knowledge of academic program of the school.</li> </ul>		
2nd year graduate level				
Doctorate level				

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years teaching experience. Evidence of leadership at the building and/or District level,	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Teaching Licensure in the State of MN.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Planning, implementing and handling student discipline issues and behaviors in accordance with district philosophy, policies and procedures.</li> <li>• Conducting student interventions and goal setting to address and improve behaviors.</li> <li>• Conflict resolution and problem solving strategies and techniques.</li> <li>• Communication skills for working with parents, teachers, students and administrators over disciplinary issues, student concerns and academic issues.</li> <li>• Organizational skills in implementing and coordinating various administrative activities and functions for the building administrator (e.g. team meetings, parent meetings, coordinating student testing, student registration/orientation, student recognition, etc.).</li> <li>• Monitoring and enforcing building health and safety policies, procedures and guidelines.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
	<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			x	
<b>Walk</b>			x	
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

### Classification History:

Description created 4/2007 by BCC.

Date Board Adopted: \_\_\_\_\_

