

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DEAN OF STUDENTS

### QUALIFICATIONS

- Bachelor's Degree with Florida Teaching Certification or relevant professional state licensure. Master's Degree with certification in Educational Leadership or School Principal preferred.
- Three (3) years of successful experience in a K-12 instructional position, preferably classroom teaching.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current trends and best practices, including an understanding of school education, instruction, social-emotional learning, and restorative practices.
- Knowledge of the district and its organization.
- Knowledge of federal and state laws pertaining to students with disabilities.
- Skills in problem solving, human interaction, and conflict management.
- Ability to communicate effectively in both oral and written forms with students and adults from different cultural and socioeconomic backgrounds.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Knowledge of technology as related to specific job functions.

### SUPERVISION

**REPORTS TO** Principal or Designee  
**SUPERVISES** No Supervisory Duties

### POSITION GOAL

***To assist the Principal with providing a school atmosphere in which learning is of prime importance by implementing School Board policies designed to optimize conditions for learning, promote student achievement, and maintain proper student discipline. The primary responsibility of this position is student discipline and school climate.***

### PERFORMANCE RESPONSIBILITIES

1. \*Gather, monitor, and report discipline to the Principal's leadership team to develop action steps for improvement.
2. \*Investigate all reported violations of the Student Conduct & Discipline Code, document information and report findings and decisions to appropriate individuals including state-required processes related to bullying and harassment investigations and School Environmental Safety Incident Reporting (SESIR) incidents.
3. \*Work closely with the Office of School Safety & Security, school resource officers/school resource deputies, and local law enforcement agencies and make referrals as legally required or appropriate.
4. \*Make periodic tours of campus to ensure that school board policies and school procedures are being enforced.
5. \*Investigate referrals where student or school property is stolen or reported missing.
6. \*Provide information to the Principal regarding teachers' practices in classroom management and pupil control.
7. \*Participate, as needed, in individualized education plan (IEP), Student Study Team (SST), Section 504, truancy, and Multi-Tiered System of Supports (MTSS) meetings.
8. \*Ensure that, for each discipline incident involving a student with disabilities, IEP and SST meetings are called proactively to discuss student behavior and discipline concerns, as well as attending a manifestation determination meeting as needed.
9. \*Initiate MTSS meetings for individual students as soon as a pattern of student behavior and discipline concerns is identified.
10. \*Review the record of each student who is issued an ISS or OSS consequence to determine whether a MTSS meeting should be scheduled.
11. \*Facilitate a student re-entry meeting at the conclusion of an OSS consequence.
12. \*Serve as a member of the school-based Threat Assessment Team and/or Positive Behavior Support Team as determined the Principal.
13. \*Serve as a member of the school-based Restorative Practices Leadership team and Task Force team.
14. \*Implement appropriate restorative practices on a proactive basis for identified school needs and on a reactive basis for specific incidents.

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15. \*Implement the appropriate notification protocol for significant discipline consequences as determined by the Principal and Executive Director.
16. \*Assist with the supervision of students detained after school hours for disciplinary reasons.
17. \*Serve as a leader of the school learning community to educate others about student behavior expectations and reduction of disciplinary disparities.
18. \*Assist with the enforcement of state/school board/state attendance policies.
19. \*Assist in the development and implementation of intervention programs that address the needs of at-risk students.
20. \*Perform after school and weekend event supervision duties as directed by the Principal.
21. \*Demonstrate knowledge of campus facilities and operations.
22. \*Coordinate school bus supervision before and after school.
23. \*Coordinate the student lunchroom and work duty assignments.
24. Perform other duties as assigned by the Principal.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Two way radios, golf cart, computer, copier, printer, fax

### PHYSICAL REQUIREMENTS

#### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

### WORKING CONDITIONS

#### Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**T \$42,080 - \$71,580**  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 35  
Annual Hours 1372

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 04  
EEO-5 Line 19  
Function 7300  
Job Code 1136  
Survey Code 73011

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**June 11, 2019**  
**July 29, 2008**  
**April 13, 2004**  
**December 13, 1994**

ADA Information Provided by Jason Wysong  
Position Description Prepared by Jason Wysong