

Leroy Greene Academy

JOB DESCRIPTION

Title: Dean of Students **Reports to:** Principal or Designee

Salary Grade: LGA Management Salary Schedule **Classification:** Secondary School Levels

FLSA: Exempt **Work Year:** 212 Days

Council Ratified:

Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Assist the site admin team, including the Principal and Directors, in all areas of responsibility involving administering and implementing school and District programs in curriculum, operations, guidance, students and staff; assist in the coordination of activities with other school sites, the District office and community; and provide responsible and complex support to the site admin team.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Principal or the Directors in the absence of the Principal
- No direct supervision or evaluation of certificated employees

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

- Lead work with teams/committees when appropriate beyond non-instructional duties (NIDS)
- Develop and lead training activities with peers
- Communicate with families as needed outside of duties as a teacher of record
- Attend IEP and 504 meetings in an administrative capacity (not as the teacher of record)
- Daily supervision of afternoon/evening events beyond non-instructional duties (NIDS)
- Assist with student issues as they arise
- Provide technical and intellectual expertise regarding assigned functions; assist in formulating and developing systems and procedures as appropriate
- Provide responsible and complex administrative support to the site admin team
- Represent the District and assigned school site(s) to outside agencies on matters as assigned; assist in the coordination of activities with those of other districts and outside agencies and organizations
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict
- Visit classrooms on a regular basis and provide instructional support and non-evaluative feedback
- Perform Principal or Directors duties in their absence
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Correct English usage, grammar, punctuation, and spelling
- Departmental procedures and standing instructions related to work performed
- School organization, operations, policies and objectives.
- School graduation and higher education course requirements
- Educational program requirements of the school and State.

- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures and equipment
- Operation of a computer and assigned office equipment
- Oral and written communication skills
- Telephone techniques and etiquette.
- Terminology, policies, practices and procedures of the area to which assigned
- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- Education programs and curriculum
- Innovative instructional methods and techniques
- Conflict resolution strategies and team building principles and techniques

Ability to:

- Apply an exemplary work ethic
- Demonstrate character and honesty
- Listen and seek clarity in providing and receiving information
- Face uncertainty and ambiguity as opportunities to experience, learn and grow
- Give feedback in a manner that inspires accountability among colleagues
- Delegate authority and responsibility
- Identify and respond to community and District issues, concerns and needs
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain confidentiality in regards to personnel and/or student matters that might arise
- Plan and organize work to meet schedules and deadlines
- Demonstrate loyalty and high ethical standards
- Work collaboratively and build positive relationships with a diverse range of stakeholders
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures
- Maintain professional relationships with parents, community members, colleagues, staff and school-related outside agencies
- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
 - Maintain mental capacity which allows the capability of: Making sound decisions; Demonstrating intellectual capabilities

Essential functions require:

- Mobility to move to counter, files and other areas of the school or office
- Sufficient vision to see small print
- Sufficient hearing to hear normal and telephone conversations
- Sufficient dexterity to write, operate personal computer, telephone, and other business machines.
- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching

EDUCATION & EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Five years of teaching experience, including a current teaching assignment
- Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work, counseling or a related field is desired
- Possession of Teaching Credential issued by the State of California
- Enrollment in an administrative program or internship to obtain an Administrative Credential issued by the State of California
- Valid California driver's license

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is normally moderate.