

SHERIDAN SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title: **Dean of Students (TOSA)**

Department: High School

Reports To: Principal

Terms of Employment: As per bargaining agreement

Classified: Exempt

Job Purpose Statement/s: Dean of Students will focus on building climate, fulfilling the goal that all Sheridan students and parents will feel welcome, safe, and respected. In this role the position will oversee student management and address student attendance issues, working collaboratively with staff, parents, and the principal to meet the needs of students.

Other administrative needs and processes may also be assigned.

Essential Job Functions:

- Manage student supervision issues and enforce school behavioral expectations.
- Counsel students and parents about school and district policies.
- Assists staff and parents in developing student behavioral expectations.
- Assist in the planning, developing and implementing of individual student behavior plans.
- Serve as a resource to staff in dealing with classroom management issues.
- Assist in developing programs to promote positive student behavior as well as intervention strategies.
- Coordinate alternative education placement for students.
- Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.
- Create and analyze student attendance reports. Participate on school data teams.
- Support High School Success plan implementation, serve on the high school committee.
- Collect, analyze and share data reports with staff and district committees.

Other Job Functions:

- Assist in the writing of grants that are related to student management.

- Develop appropriate drug and alcohol intervention and interdiction strategies
- Assist in monitoring student prevention and retention staff.
- Assist in monitoring and supervision of school facilities.
- Provide supervision at extra-curricular and athletic events.
- Other duties as assigned

Job Requirements – Qualifications:

- Experience Required: Three years' successful teaching or prior job related experience with increasing levels of responsibilities in school setting.
- Attendance Requirement: Regular attendance is necessary and is an essential to meeting the expectations of the job functions.

Job Requirements - Preferred:

- AVID Experience
- MTSS Experience

Skills, Knowledge and/or Abilities Required:

Skills to manage students and programs, communicate effectively, problem solve.

Knowledge of discipline procedures, education code, and district policies.

Abilities to sit for prolonged periods, provide direction to others and make independent judgements, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering/talking/hearing conversations, near visual acuity/visual accommodation.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to stand and talk or hear. Frequently the employee will walk while performing the duties of this job. Occasionally the employee will sit. Frequently the employee will stoop or kneel and repeat the same hand, arm or finger motion many times. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to communicate with the public and other staff. The noise level in the work environment is usually moderate to quiet.

EDUCATION AND EXPERIENCE:

Completion of course work satisfying the requirement for issuance of a valid Oregon Teaching License with appropriate endorsement in the designated assignment.

Demonstrated ability to teach students to be successful learners through student teacher, internship or temporary/regular teaching experience.

CERTIFICATION AND LICENSING:

Valid Oregon Teaching license.

The statement herein reflects general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work or otherwise to balance the workload.

I have read and understand this job description.

Signature:

Date:
