

SCHOOL DISTRICT OF BAYFIELD  
DEAN OF STUDENTS (Grades 4-12)  
POSITION DESCRIPTION

QUALIFICATIONS:

1. DPI professional educator license required. Administrative licensure or working towards such licensure preferred.
2. Minimum three (3) years teaching experience required.
3. Experience working with Alternative Education or At-Risk students desirable.

REPORTS TO: Principal

TERMS OF EMPLOYMENT: 190 DAYS

JOB GOAL: To help students resolve problems as may interfere with their getting the greatest benefit from the school's educational opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Shares with the principal the responsibility for protecting the health and welfare of students.
2. Shares responsibility for certifying students for graduation.
3. Oversees all matters of student attendance.
4. Counsels individual students and makes appropriate educational referrals for support services.
5. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
6. Resolves student discipline matters in a fair and just manner, communicates with parents/families on student discipline matters in a proactive manner; maintains records of students disciplinary actions; and collaborates with the principal in resolving significant behavior to support a safe, respectful and positive school climate.
7. Participates in the coordination, implementation, and supervision of co-curricular activities.
8. Assists in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
9. Works with community, tribal, and government agencies on problems relating to student welfare, safety, and success in school.
10. Assists in developing and administering practices dealing with campus control and security.
11. Assists with campus supervision.
12. Confers with parents, teachers, counselors, support service personnel, and students on matters of discipline, welfare and academics.
13. Confers with and makes appropriate student referrals to community, tribal, government, and private agencies.

14. General student management responsibilities.
15. Assists in the development, maintenance, and distribution of student calendars, handbooks, schedules, bulletins, and the like.
16. Facilitates and oversees District's Positive Behavior Interventions and supports (PBIS) program.
17. Other duties as assigned.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

APPROVED: June 11, 2012

REVISED: September 9, 2013