

JOB DESCRIPTION
TOSA – Dean of Students**IMMEDIATE SUPERVISOR** Principal**GENERAL DUTIES**

The Dean of Students will provide support to school administrators for the overall leadership at each school.

ESSENTIAL REQUIREMENTS

- A. Master's degree preferred
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- D. Maintain integrity of confidential information relating to students, staff, or district patrons
- E. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Assist with student supervision issues and enforcement of the student code of conduct
- B. Counsel students and parents with school and district policy
- C. Assist staff and parents in developing student behavioral expectations
- D. Assist in the planning, developing and implementing of individual student behavior plans
- E. Serve as a resource to staff in dealing with classroom management issues
- F. Assist in developing programs to promote positive student behavior as well as intervention strategies
- G. Coordinate alternative placement for disruptive students
- H. Assists with student management including suspensions and pre-expulsion conferences
- I. Assist with monitoring and supervision of school facilities
- J. Assist in organizing state testing and improving student success
- K. Other duties as assigned by school administrator
- L. Cultivate and model a respectful working and learning environment
- M. Assist in developing academic programs as well as coaching staff in academic strategies
- N. Serve as a resource to staff for student academic achievement in the classroom

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: General classroom equipment

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date