



Job Description – Dean of Students

Department: Academics

Job Status: Full-time

FLSA Status: Exempt

Reports to: Principal

Work Days: 205

Positions Supervised: Students

POSITION SUMMARY

To help close the student achievement gap and accelerate learning for all students the Redirect Teacher will provide academic and behavioral support to students by teaching and goal setting. The Redirect Teacher will facilitate all communications between student, general education teacher, parents, counselor, principal, and any other staff necessary to gain student access to his academics.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:

- Create positive relationships with students, parents, teachers, and administrators.
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- Collaborate with general education teachers and obtain weekly lesson plans and activities
- Collaborate with counselor for student support when needed
- Provide area for student to refocus
- Help students create and monitor behavior goals
- Help students create and monitor academic goals
- Monitor student academic progress while in the redirect room
- Prepare instructions for each day
- Provide instruction/monitor students as they complete assignments

- Collaborate with special education and or 504 coordinators for support of students in these programs when needed
- Inform principal daily of all students that attend the redirect room and reason
- Inform principal daily of students that require principal's attention due to type 3 behavior
- Establish, in conjunction with the principal, operating procedures for the redirect room
- Call parents of students sent to the redirect room
- Keep sign in logs for students sent to the redirect room
- Support teachers in using successful instructional practices.
- Work collaboratively with other personnel to provide instructional support within the learning community and across the District.
- Maintain effective working relationships with campus staff and other District personnel.
- Comply with district policies, as well as state and federal laws and regulations.
- Adhere to the district's safety policies and procedures.
- Maintain confidentiality in the conduct of district business.
- Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
- Demonstrate regular and prompt attendance.
- Other duties as assigned

POSITION QUALIFICATIONS

- Demonstrated knowledge of Texas content standards (i.e. TEKs)
- Experience in researched-based instructional practices.
- Deep knowledge of reading, writing, and literacy development
- Previous coaching or teacher leadership experience
- Broad-based training in teaching and learning strategies
- Knowledgeable of the needs of various special populations
- Evidence of flexible thinking and willingness to accept new ideas and constructive criticism
- Demonstrated skills in the following: organization, leadership, communication, problem solving, facilitation, collaboration, research, and team building
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities. Deep knowledge of and experience in:
 - a) Evidenced –based instructional strategies
 - b) Conditions of Learning
 - c) Assessment driven instruction (teaching/learning process)
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection
- Demonstrated the ability to model and apply a variety of instructional strategies/methods to classroom practice.
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations
- Ability to design and deliver quality professional development for administrators and teachers
- Assist in the development, revision, and evaluation of the school curriculum.
- Assist and make recommendations regarding the screening, training, assigning, evaluation and dismissal of the schools professional and paraprofessional staff.

- Support the vision, mission and core values of the School of Excellence in Education
- React to change productively and handle other tasks as assigned.

Competency Statement(s)

- Personal characteristics, which promote collaboration and team building: student-centered, patient, supportive, compassionate, enthusiastic, flexible, positive attitude, generous, hardworking.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education:

Bachelor's degree and/or Master's degree from an accredited college/university in field of study (i.e. Mathematics or English/Reading)

Current Texas Teaching Certification in Mathematics or English/Reading

Experience: Minimum of five years of successful teaching experience at the elementary or secondary level.

Computer Skills

Knowledge and skill in the use of technology as an instructional tool and the use of internet as a resource

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

Hazard/Unusual Demands:

- Work environment may be noisy
- Work may involve maladaptive student behavior
- Work may include extensive evening, and weekend responsibilities.

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.