

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Dean of Students (High School)</b>
<b>Department:</b>	<b>High School</b>
<b>Reports to:</b>	<b>High School Principal/Assistant Principal for Management and Operations</b>
<b>Supervises:</b>	<b>n/a</b>

<b>Description of job:</b>
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**Position Description:**

1. There are two Deans of Students assigned to NKHS. Each are assigned two grade levels (9/11 and 10/12) and follow those grades through graduation.
2. The Dean is responsible for attendance, discipline, safety, and related pupil personnel services, as defined and delegated by the Principal and/or the AP for Student Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Other duties may be assigned in consultation with NEANK)*

- Works primarily on matters related to student discipline, attendance, and school climate. Develops and enforces NKHS Discipline Policy.
- Maintains student discipline and attendance files. Compiles, categorizes and analyzes this data to determine trends, general and individual, and uses this information to inform the administration, faculty and parents.
- Participates on and/or facilitates committees related to school safety, discipline, and climate. (ie: Social/emotional RtI)
- Facilitates the student advisory committee for PBIS to create a fully implemented PBIS Program at the high school.
- Supervises student parking program, to include assignment of parking spaces and enforcement of parking and no sticker violations.
- > Works cooperatively with teachers, counselors, students and parents to encourage acceptable attendance and discipline for all students. Coordinates with Truancy Court as necessary to ensure appropriate student attendance.
- Receives current teacher salary and a stipend of \$5,000.
- Work hours include the current school schedule plus four days (two days before and two after the school year) and eight night activities (dances, events, disciplinary hearings, school committee meetings, as assigned by the Principal and/or the AP for Student Services). Work hours will start one half-hour before school begins and end one hour after school ends, except to cover detention and supervise students until late busses depart one afternoon each week.

*The position is for two school years. Teachers selected for the Dean position will be granted a leave of absence under provisions of Article XV.H of the current NEANK contract.*

<b>Protective Personal Equipment:</b>	<b>n/a</b>
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<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

- Sedentary** – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
- Light** – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
- Medium** – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
- Heavy** – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
- Very Heavy** – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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## North Kingstown School Department

Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				

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Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

- Preference will be given to high school faculty with five years of successful teaching experience at the secondary level.

### License/Certificate/Certification:

- Valid secondary teaching certificate.

### Technological and/or Technical Skills:

### Communication Skills:

- Demonstrated ability to draft clear and concise correspondence.
- Ability to compose and/or present written or oral reports as needed.
- Ability to communicate effectively with all levels within the organization including administration, staff and peers.

### Planning Skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from staff members, students and administrators (multi tasking)

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### Interpersonal and Problem solving skills:

Ability to interact with administration and staff in an effective manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Per NK NEA contract

### Evaluation:

Per NK NEA contract

Date: 1/2016