



STANFIELD ELEMENTARY SCHOOL: Dean of Students (TOSA)

Posted: March 22, 2023

Closes: Open until filled

JOB SUMMARY

Stanfield School District has a vacancy for the 2023-24 school year for a teacher on special assignment (TOSA) to serve as Dean of Students at the elementary school. This position will assist in providing a safe and effective school environment by providing preventative behavior support and disciplinary support for students, supervising student activities, scheduling school events, and supporting the staff of the school.

QUALIFICATIONS

- Must hold a current, unrestricted Oregon Teaching License
- At least three years of successful teaching experience in public schools
- Experience using Conscious Discipline
- Have working knowledge of school planning
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff parents and the community.

OTHER PREFERRED QUALIFICATIONS

- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with students, parents, and teachers
- Bi-lingual in English and Spanish, preferred

RESPONSIBILITIES

- Work with instructional staff to track and monitor students for progress
- Communicate regularly with building principal, behavior support specialist, staff, students, and families
- Develop programs within the school to assist in prevention of discipline occurrences and promotion of a positive environment.
- Support the principal by assisting with scheduling, student supervision, staff support, and facilities management.
- Modeling and teaching a growth mindset
- Assist students with positive behavior plans that create student success for classroom behavior, attendance, and performance.
- Attend to the discipline of students as directed by the principal.
- Assist in home/school relations by communicating with parents regarding school/student concerns.

SALARY AND BENEFITS: Updated salary schedule will be determined at the completion of Stanfield Education Association contract negotiations. Current information for 22-23 can be found here: <https://www.stanfield.k12.or.us/page/staff-resources>

APPLICATION INFORMATION

<https://www.stanfield.k12.or.us/page/employment>

Submit an application file that includes:

- Completed Oregon Teacher Application Form
- Letter of application
- Resume
- Three (3) current letters of recommendation
- Copy of Oregon Teaching License with Endorsement
- Unofficial copy of transcripts

Beth Burton, Superintendent
(Any emailed applications should be sent in one complete packet.)
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