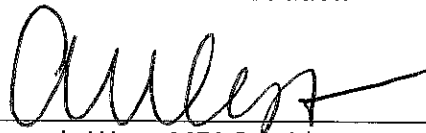


**MEMORANDUM OF UNDERSTANDING
BETWEEN THE MORTON SCHOOL DISTRICT ("DISTRICT")
AND THE MORTON EDUCATION ASSOCIATION ("ASSOCIATION")**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Morton School District, hereafter referred to as District, and the Morton Education Association, hereafter referred to as Association.
2. **Purpose.** The purpose of this MOU is to establish that the position of Dean of Students is exempt from the Association bargaining unit.
3. **Term of MOU.** This MOU is effective upon the first day of the 2018-2019 school year.
4. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Morton Education Association



Amanda West, MEA President

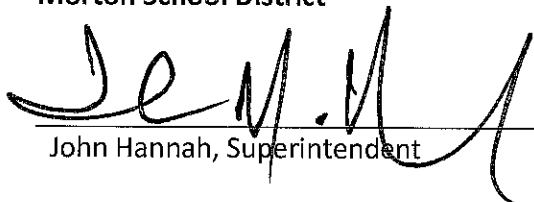
6/13/18
Date



Kip Henderson, MEA Lead Bargainer

6/13/18
Date

Morton School District



John Hannah, Superintendent

6/13/2018
Date



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

PO Box 1219 • Morton, WA, 98356

p: 360-496-5300 • f: 360-496-5399

www.morton.k12.wa.us

📍 @MortonSchoolDistrict214

🌐 @MSD21214

Morton Jr/Sr High School
152 Westlake Ave • Morton, WA 98356
p: 360-496-5137 • f: 360-496-6035

Morton Elementary School
400 Main Ave • Morton, WA 98356
p: 360-496-5143 • f: 360-496-0327

Job Title: **Dean of Students**
Reports To: **Jr/Sr High School Principal**

Job Summary

This position works with the building principal in carrying out the school's leadership and management systems. Such duties may include counseling, identifying students with special needs, registering students, district and state assessment coordinator, developing special programs, and acting on the principal's behalf when designated to do so in terms of managing student conduct, issuing behavioral consequences and actions, evaluating classified staff, leading professional development, managing student attendance, and other duties as assigned or designated.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the follow tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all district policy(ies) and procedures.
2. Aides students in course and subject selection and answers questions.
3. Works to resolve students' educational challenges.
4. Works with teachers and staff to identify students with special needs and provides services or makes appropriate referrals for them.
5. Actively participates in and attends various school, district, regional, and state committees and trainings.
6. Understands attendance laws and regulations and manage all paperwork and attend juvenile court to represent the school/district.
7. Lead the professional growth of all staff in conjunction with the building principal.
8. Observe and evaluate classified staff as delegated by the building principal. If a principal certificate is obtained, this position may evaluate certificated staff once trained in the appropriate teacher framework.
9. Work with the building principal to develop, establish, manage, and modify the building's student conduct systems.
10. Provides student information to colleges, collegiate athletic organizations, military, and potential employers according to provisions of the Board's policy on student records.
11. Designate duties, tasks, assignments, and schedules to classified staff.
12. Manage the building office and office personnel.

The Morton School District obeys all equal employment opportunity and affirmative action laws, statutes, and regulations. We encourage women, minorities, people with disabilities, and veterans to apply for all of our job openings. We are an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, gender, national origin, disability status, genetic information & testing, family & medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against anyone who brings forth any complaint, orally or in writing, to the employer or the government, or against anyone who helps or participates in the investigation of any complaint, or otherwise opposes discrimination. Please direct questions and complaints of alleged discrimination to Superintendent John Hannah: PO Box 1219, Morton, WA 98356; 360-496-5300 (Title IX Section 504 ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642).

13. Plans guidance field trips to schools, colleges, and industry fairs for interested students.
14. Makes recommendations for admissions and scholarships.
15. Serves as the District Assessment Coordinator and may assign assisting duties to classified staff.
16. Coordinate the Suicide Prevention Program for health classes.
17. Works with students in developing the High School and Beyond plans, or a similar such document.
18. Guides students in their participation in school and community activities.
19. Obtains and disseminates occupational information to students and to classes studying occupations.
20. Works with students on an individual basis in the solution of personal problems.
21. Confers with parents, teachers, students, and community when necessary.
22. Interprets the guidance program to community, parents, teachers, and students.
23. Provides professional development to all staff, certificated and classified, as directed to do so by building principal.
24. Advises administration and faculty on matters of student discipline.
25. Issues student discipline and follows through on paperwork and process as needed.
26. Supervises students in hallways before, after, and between classes, in library, at lunch, and at special events.
27. Assists principal in implementing policies and rules governing student life and conduct.
28. Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers, or students therein.
29. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
30. Appropriately maintains and secures confidential records and inquiries.
31. Maintains appropriate certifications and training hours, as required.
32. Professionally represents the school and the District in interactions with parents, community, staff, and students.
33. Works with staff and students in goal and responsibility development.
34. Plans and conducts trips between elementary and secondary schools to aid in transitioning for students.
35. Plans and conducts the graduation planning for high school seniors with administration.
36. Serves as 504 coordinator.
37. Complies with applicable district, state, local, and federal laws, rules and regulations.
38. Attends work regularly and is punctual.
39. Within one year of start date the Dean of Students will enter a principal certification program and complete it within two years of the program's starting date.

Marginal Duties and Responsibilities

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend and sometimes lead in-service trainings.
2. Attend and sometimes lead secondary staff meetings.
3. Attend elementary staff meetings when requested by elementary principal.
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.
5. Supervise students at lunch on the secondary campus.
6. Substitutes for other teachers, as necessary.
7. Substitutes for administration, as necessary.

Supervisor Responsibilities

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. This position may also supervise and direct the work of educational assistants and/or teacher aide(s).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty 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:** Prior successful experience working in a school setting, social services/counseling position or with adolescent students. Current Washington State Teachers certificate. Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience strongly preferred. Willingness to pursue principal certification through approved state program as determined by Washington State's Office of Superintendent of Public Instruction within one year of starting date and complete such program within two years of the program's starting date.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit; demonstrated ability to consistently meet deadlines; ability to multitask and handle several ongoing tasks without decline in performance; demonstrated ability to successfully work with staff, students, and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusion. Ability to respond to situations in a proactive manner. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the district including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid and current teaching, administrative, or counseling certificate that is endorsed through OSPI. Must have a valid Washington Driver License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may by made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

Other

n/a

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.