

# Dean of Students Job Description

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**Reports To:** Principal

**Length of Assignment:** 9 Months

**Tour of Duty:**

7:30 a.m. - 4:00 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School board of Isna Wica Owayawa /Loneman School. Tour of duty begins and ends as stated on teacher contracts.

**Primary Purpose:**

The Dean of Students works with the principal, counselor, staff, students and parents in carrying out the school's academic and behavior programs and services to support the students' academic achievement, personal and social growth.

**Responsibilities:**

Duties of this job include, but are not limited to:

1. Assist in the development, implementation and evaluation of intervention programs that address the needs of 'at-risk' students.
2. Develops and administers disciplinary procedures in accordance with school policies, tribal and state laws; receives referrals and confers with students, parents, teachers, community' responds to and resolves student issues/ concerns; serves disciplinarian.
3. Monitors and organizes attendance functions; prepares letters, calls parents and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
4. Monitors daily student attendance and makes home visits &/ or calls when needed.
5. Uses positive and productive techniques for improving student behavior.
6. Participates as needed in Individual Educational Plan (IEP's).
7. Liaison to the after school program in collaboration with school staff and/ or personnel from outside agencies.
8. Liaison to student government, extracurricular activities including activities that coordinate with athletic and extracurricular activities.
9. Manage student documentation of student behavior(with resolutions) through the NASIS (Native American Student Information System)
10. Compile, analyze and share student discipline data regularly and use that data to make decisions.
11. Works with the Principle to establish a safe and secure learning environment for students.
12. Manage and enforce school behavioral expectations, including attendance, classroom alignment with school wide goals.
13. Serves as a resource to staff regarding student management issues.

14. Assist in the planning, developing and implementation of student behavior plans.
15. Maintains professional competence through in-service education activities provided by professional growth activities.
16. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
17. Selects and requisitions books and instructional aids; maintains required inventory records.
18. Supervises students in out-of-classroom activities during the school day.
19. Participates in curriculum development programs as required.
20. Performs other related duties, as assigned, for the purpose of ensuring the professional and implementation of the schools mission.
21. Participates in faculty committees and the sponsorship of student activities.
22. Will maintain open communication with the Special Education Department to meet the needs, goals and objectives of the Special Education Students.
23. Emphasis Lakota Language with all staff and students school wide.
24. Performs other duties as assigned.
25. The Dean of Students will be evaluated two (2) times a year by an immediate supervisor. These evaluations will become part of the permanent school file.

**Qualifications:**

- AA or Interdisciplinary Degree or endorsement in Elementary Education &/or psychology
- Must obtain a legal driver's license.
- Must take and pass Drug/alcohol test, Background check, and fingerprinting.
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.