



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

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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: **Intermediate School Dean of Students and CTE Director**
Reports To: **Jr/Sr High School Principal**

Job Summary

This position works with the Jr/Sr High School Principal in carrying out the school's leadership systems, management systems, and career and technical education. Such duties include staff observation and evaluation, daily schedule and operations, emergency management, student management, and other duties as assigned.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks, and other duties may be assigned as necessary:

- Follows and maintains knowledge of all district policies and procedures.
- Works to resolve students' educational challenges.
- Works with students, staff, and parents/guardians to identify students with special needs and provide services or make appropriate referrals.
- Actively participates in and attends various school, district, regional, and state committees and pieces of training.
- Understands attendance laws and regulations, manage all paperwork, and attend juvenile court to represent the school/district.
- Lead the professional growth of all staff in conjunction with the Jr/Sr High Principal.
- Observe and evaluate classified staff delegated by the Jr/Sr High Principal.
- Work with the building principal to develop, establish, manage, and modify the building's student conduct systems.
- Designate duties, tasks, assignments, and schedules to classified staff.
- Oversee the Intermediate Secretary position.
- Works with students on an individual basis in the solution of personal problems.
- Confers with parents, teachers, students, and the community when necessary.
- Provides professional development to all staff, certified and classified, as directed by Jr/Sr High Principal.
- Advises administration and faculty on matters of student discipline.
- Issues student discipline and follows through on paperwork and process as needed.
- Supervises students in hallways before, after, and between classes, in the library, at lunch, and during special events.
- Assists the Jr/Sr High Principal in implementing policies and rules governing student life and conduct.
- Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers, or students therein.
- Takes all responsible precautions to provide for students' health and safety and protect equipment, materials, and facilities.
- Appropriately maintains and secures confidential records and inquiries.
- Maintains appropriate certifications and training hours, as required.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: John Hannah, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Harassment, Intimidation and Bullying Compliance Officer)

- Professionally represents the school and the District in interactions with parents, community, staff, and students.
- Works with students and staff in goal and responsibility development.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Oversee all aspects of CTE programs and services.
- Develop and administer a budget for CTE operations.
- Maintain all required data and metrics and provide that information as needed to federal, state, and local levels.
- Coordinate all local CTE meetings.
- Work with the local CTE Advisory group and meet the minimum, if not exceed, requirements for meetings.
- Ensure the district meets all CTE requirements from local, state, and federal laws/regulations.
- Market CTE programs to all students.
- Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities and expand the opportunities for all learners to access appropriate learning opportunities.
- Complete iGrants, and portions thereof, that pertain to CTE programs.
- Prepare and submit all needed documentation for CPR about CTE.
- Develops, implements, monitors, and revises curriculum/frameworks for CTE.
- Manages and guides the creation, tracking, and editing of all CTE inventory in all programs.
- Prepares and submits local, state, and federal reports promptly.
- Complies with applicable district, state, local, and federal laws, rules, and regulations.
- Attends work regularly and is punctual.

Marginal Duties and Responsibilities

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks, and other duties may be assigned as necessary:

- Attend and sometimes lead in-service training.
- Attend and sometimes lead intermediate Jr/Sr high staff meetings.
- Reports issues to authorities as necessary, animal control, suspicious activity, etc.
- Supervise students at lunch on the secondary campus.
- Substitutes for other teachers, as necessary.
- 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 represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education and/or Experience:** Prior successful experience working in a school setting, vocational experience, and some administrative experience are preferred. A current Washington State teacher's vocational certificate and administrator certification is required. Current Washington State Teachers certificate. Bachelor's degree (B.A.) or equivalent from a four-year college or university or at least one-year related experience and/or training or equivalent combination of education and experience strongly preferred.
- **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; demonstrating an ability to meet deadlines consistently; ability to multitask; and handle several ongoing tasks without a decline in performance; demonstrated ability to work with staff successfully, students, and parents.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to present information and respond effectively to students and other school staff questions in one-on-one, small group situations. Ability to respond verbally 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 a valid conclusion. Ability to respond to situations proactively. Ability to interpret technical instructions in mathematical or diagram form and deal with 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 timelines 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 endorsed through OSPI. Must have a valid Washington Driver's License.

Physical Demands

The physical demands described here must be met by an employee to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform 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, the ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here is representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform 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 on the student population and activities. The employee is occasionally exposed to wet or humid 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) whenever it deems advisable.