

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Dean of Students

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 8 hours per day, 212 days (number of days may vary based on school size and grade levels)

## **JOB GOAL:**

This position functions to provide assistance to the principal in all assigned activities at the school site with primary responsibility in the areas of discipline and attendance along with supporting curriculum, instruction, assessment, and accountability. This position will be part of an educational system focused on developing the skills and talents of all students through rigorous learning experiences, supportive relationships, and relevant real-life applications. This position is directly responsible to the school principal and/or designee.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCASA.

1. Monitor student behavior in compliance with NCSD policies and regulations, appropriate student activities procedures, Nevada School Law, and the individual school policy.
2. Fulfill attendance responsibilities by enforcing compulsory attendance laws and regulations, responding to teacher concerns/referrals concerning tardies/attendance problems, initiating referrals to the NCSD attendance program, and serving as liaison between the school and the attendance office.
3. Maintain discipline by dealing consistently, fairly, and effectively with teacher-generated classroom referrals, communicating effectively with teachers, and dealing effectively with inappropriate behavior outside the classroom.
4. Maintain accurate and complete records of disciplinary matters and prepare all appropriate paperwork for student referrals to the District Disciplinary Hearing Officer/Designee.
5. Identify students for and make referrals to appropriate community agencies.
6. Serve as liaison and work effectively with the Transportation Department.
7. Work effectively with students, parents, and other school personnel to resolve problems regarding academic and behavioral issues.
8. Maintain effective relationships with representatives of law enforcement and social welfare agencies.
9. Supervise assigned aspects of the curricular/extra-curricular programs, including athletic and social activities, student government, assemblies, contests, etc.
10. Ability to communicate clearly, both orally and in writing.
11. Understand and is sensitive to the needs of the various cultural and ethnic groups in the school and community.
12. Ability to assist with the administration of a secondary school in conformity with Board policy and administrative regulations.
13. Ability to utilize and promote participatory management techniques.
14. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
15. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
16. Capacity to lead, direct, and supervise assigned staff on a democratic basis, including sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
17. Ability to direct the management activities associated with the position of dean.
18. Understand and is sensitive to the needs of students and staff with disabilities. Aware of community needs, problems, and personalities of organizations, and the relationship of these to the educational program.
19. Performs other duties as assigned.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Possess effective interpersonal skills.
2. Possess excellent communication and collaborative skills.
3. Possess outstanding organization skills.
4. Demonstrates ability to be highly motivated and enthusiastic.
5. Ability to be an instructional leader with knowledge of technology.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes unauthorized persons on campus, and/or issues that require immediate attention, and handles in an appropriate manner.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in Administration
2. Successful administrative experience preferred
3. Minimum of five (5) years certified experience in a school system

### **Licenses and Certifications:**

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

## **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: Wm Shilly  
Superintendent

5-26-23  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_