

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: DEAN OF STUDENT SUCCESS

TYPE: Licensed

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The Dean of Student Success serves as a member of the school leadership team and assists with the daily operation of the school, specifically in the areas of equity, attendance, behavioral and disciplinary prevention and intervention services with an emphasis on Positive Behavioral Interventions and Supports (PBIS). The Dean also provides leadership and services as a resource for instructional and systemic equity at the school and in alignment with the equity work across the district. The Dean needs to embrace an inclusive philosophy and demonstrated experience with Trauma-Informed Practices, Response to Intervention (RTI) and Positive Behavior Support methods. Other activities and responsibilities may be delegated by the building principal.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon Teaching License with appropriate grade level/subject area endorsement.
4. Background and experience in PBIS, equity, and Behavior RTI
5. Minimum three years teaching experience preferred.

ESSENTIAL FUNCTIONS:

1. Assist the Principal in implementation of policies, regulations, guidelines, and procedures pertaining to student behavior.
2. Assist the Principal in coordinating a student truancy prevention program, including home visits and cite meetings.
3. Provide leadership in meeting school and district equity goals.
4. Identify and implement appropriate anti-bullying trauma informed practices to provide and maintain a high level of school safety building upon student social skills in dealing with conflict and resolution.
5. Facilitate the School Behavior RTI team meetings by reviewing data with an equity lens and creating/modifying student behavior support plans to prevent future behaviors for those making inadequate growth.
6. Collaborate with the district behavior specialist/director, school counselors and mental health representatives.
7. Collaborate with school behavior support, counselor and staff with development and implementation of social skills lessons (small group and whole class) to teach students skills.
8. Manage creation and implementation of student behavior support plans.
9. Facilitate the schools PBIS team and serve on the district PBIS team.
10. Coordinate and meet respectfully with families to support students' strengths and areas of concern.
11. Ensure all green zone behavior strategies are being implemented with fidelity.
12. Support classrooms and provide professional development for staff regarding all aspects of behavior management including trauma informed and equity practices.
13. Analyze behavior and attendance data with an equity lens.
14. Serve as a student advocate to assist students to address barriers to learning, including attendance issues and positive behavior support.
15. Coordinate and develop a "Safe School Plan" aligned with "District Safety Plans" to address site safety and violence prevention.
16. AVID collection of evidence, support with culture.
17. Establish and maintain open lines of communication with students and parent/guardians.

18. Maintain accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
19. Work harmoniously with others and communicate effectively (both orally and in writing) with students, parents and staff by cultivating the ability to listen and to be responsive to others.
20. Treat others with respect, mutual understanding, and sensitivity to difference.
21. Operate computer and software programs as related to job responsibilities.
22. Frequent or prolonged standing, walking and sitting.
23. Frequent and prolonged talking/hearing conversations.
24. Help coordinate student academic support programs (after school, summer school).

OTHER REQUIREMENTS:

1. This position is performed primarily indoors in school buildings, although some outdoor instruction and supervision are required.
2. Possible exposure to bodily fluids due to student or employee injury or illness.
3. Evenings and/or extended work hours are often required.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Date

Employee Signature