

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Instruction/Curriculum

TITLE: DEAN OF STUDENTS

QUALIFICATIONS:

1. Hold a New Jersey instructional certificate, and subject matter endorsement and other appropriate endorsement(s) (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Minimum five years of successful teaching experience.
4. Excellent evaluations and recommendations.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Ability to work independently and make effective decisions.
7. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Ability to maintain a positive learning environment
9. Strong interpersonal and communication skills.
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
11. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
12. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7. 1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Principal

JOB GOAL:

Assumes professional responsibility for providing experiences and supervision of students in a supportive and positive climate that develops in each child the skills, attitudes, and knowledge, following the approved curricula and directives of the school. This person will support the High School administration in student disciplinary matters. This position does not allow the person to perform any administrative or supervisory duties, or to perform evaluations of teachers or other professional staff.

DEAN OF STUDENTS (continued)

PERFORMANCE RESPONSIBILITIES:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Addresses student problems in cooperation with the HS Principal, Assistant Principal, counselors, Attendance Officer, Director of Student Services, and any relevant outside agencies.
4. Contact parents to discuss student issues and maintain accurate records regarding such communication.
5. Maintain, review and interface with HS administration regarding student discipline records.
6. Keep administrative staff informed regarding all activities related to student discipline and student activities.
7. Collaborate with administrative staff to maintain school discipline plan.
8. Communicates with parents through conferences and other means to inform them about the school programs and to discuss pupil progress.
9. Provide a nurturing, supportive, and positive climate that encourages student responsibility, using positive motivation, clear routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
10. Establish a professional rapport with students that earns their respect.
11. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
12. Act a resource for teachers and staff who express concerns for student attendance, student development and/or discipline.
13. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
14. Attend student events to demonstrate genuine interest in the life of the students.
15. Resolve student behavior concerns in a fair and timely manner.
16. Supervise graduation and student orientation activities as directed by building administration.
17. Participate in the coordination, implementation and supervision of extracurricular programs and student activities.
18. Assist the building administration and the school ABS with all HIB related procedures and issues.
19. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
20. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal.
21. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
22. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
23. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
24. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
25. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
26. Complete the required State-approved continuing professional development in accordance with State and district procedures.

DEAN OF STUDENTS (continued)

27. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
28. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
29. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
30. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA Contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville BOE

Date: October 13, 2015

Revised:

DEAN OF STUDENTS (continued)

LEGAL REFERENCES:

N.J.S.A. 7F COMPREHENSIVE EDUCATIONAL IMPROVEMENT AND FINANCING ACT
N.J.S.A. 18A:6-7.1 CRIMINAL HISTORY RECORD; EMPLOYEE IN REGULAR CONTACT WITH PUPILS; GROUNDS FOR DISQUALIFICATION FROM EMPLOYMENT; EXCEPTION
N.J.S.A. 18A:6-10 DISMISSAL AND REDUCTION IN COMPENSATION OF PERSONS UNDER TENURE IN PUBLIC SCHOOL SYSTEM
N.J.S.A. 18A:16-2 PHYSICAL EXAMINATIONS; REQUIREMENT
N.J.S.A. 18A:25-2 AUTHORITY OVER PUPILS
N.J.S.A. 18A:25-4 SCHOOL REGISTER; KEEPING
N.J.S.A. 18A:26-1 CITIZENSHIP OF TEACHERS, ETC.
N.J.S.A. 18A:26-1.1 RESIDENCE REQUIREMENT PROHIBITED
N.J.S.A. 18A:26-2 CERTIFICATES REQUIRED; EXCEPTION
N.J.S.A. 18A:27 EMPLOYMENT AND CONTRACTS
N.J.S.A. 18A:28-3 NO TENURE FOR NONCITIZENS
N.J.S.A. 18A:28-5 TENURE OF TEACHING STAFF MEMBERS
N.J.S.A. 18A:28-8 NOTICE OF INTENTION TO RESIGN REQUIRED
N.J.A.C. 18A:37 DISCIPLINE OF PUPILS
N.J.A.C. 6A:7 MANAGING FOR EQUALITY AND EQUITY IN EDUCATION
N.J.A.C. 6A:8 STANDARDS AND ASSESSMENT

SEE PARTICULARLY:

N.J.A.C. 6A:8-2.4 AUTHORITY FOR REQUIREMENT TO ESTABLISH EARLY CHILDHOOD EDUCATION PROGRAMS
N.J.A.C. 6A:8-3.4 REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION PROGRAMS
N.J.A.C. 6A:9 PROFESSIONAL LICENSURE AND STANDARDS

SEE PARTICULARLY:

N.J.A.C. 6A:9-3.3 PROFESSIONAL STANDARDS FOR TEACHERS
N.J.A.C. 6A:9B STATE BOARD OF EXAMINERS AND CERTIFICATION

SEE PARTICULARLY:

N.J.A.C. 6A:9B-5 GENERAL CERTIFICATION POLICIES
N.J.A.C. 6A:9B-8 REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATE
N.J.A.C. 6A:9B-9 INSTRUCTIONAL CERTIFICATES
N.J.A.C. 6A:9B-9.1 AUTHORIZATIONS-GENERAL
N.J.A.C. 6A:9B-9.2 ENDORSEMENTS AND AUTHORIZATIONS
N.J.A.C. 6A:9B-10 EXCEPTIONS TO REQUIREMENTS FOR THE INSTRUCTIONAL CERTIFICATE
N.J.A.C. 6A:9C-3 REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS
N.J.A.C. 6A:10 EDUCATOR EFFECTIVENESS

SEE PARTICULARLY:

N.J.A.C. 6A:10-2.1 ET SEQ. EVALUATION OF TEACHING STAFF MEMBERS
N.J.A.C. 6A:10-4.1 ET SEQ. COMPONENTS OF TEACHER EVALUATION
N.J.A.C. 6A:16 PROGRAMS TO SUPPORT STUDENT DEVELOPMENT
N.J.A.C. 6A:32-5.1 STANDARDS FOR DETERMINING SENIORITY
N.J.A.C. 6A:32-6 SCHOOL EMPLOYEE PHYSICAL EXAMINATIONS
N.J.A.C. 6A:32-7 STUDENT RECORDS
N.J.A.C. 6A:32-8 ATTENDANCE AND PUPIL ACCOUNTING

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET SEQ.

NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, 20 U.S.C.A. 6301 ET. SEQ.