

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

Instruction/Curriculum

Certified

TITLE: DEAN OF STUDENTS

QUALIFICATIONS:

1. N.J.S.A. 18A:27-1 et seq., N.J.A.C. 9B-5.1 Hold a valid New Jersey principal or supervisor certification (6A:9B-12.5 and 12.6)
2. Minimum five years of effective teaching experience in secondary education.
3. Master's degree from an accredited college or university.
4. Excellent evaluations and recommendations.
5. Demonstrate ability to utilize proven counseling techniques to resolve conflicts in an effective manner.
6. Experience with and knowledge of best practices in curriculum, instruction, and evaluation of staff.
7. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Ability to utilize all school district computer applications.
9. Ability to effectively communicate with students, staff, parents, and community members.
10. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Ability to attend weekend and evening functions as assigned.
13. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
15. 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.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities in accordance with N.J.A.C. 6:32-6.3 with reasonable accommodation pursuant to 42 U.S.C. 12101 and P.L. 101-336.
17. Pass the mandatory drug screening process in accordance with District Policy 3160 and 4160.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

REPORTS TO: Principal and/or designee

JOB GOAL:

The Dean of Students is an active member of the school's administrative team, promoting a positive school environment while dealing effectively with students on non-academic matters (i.e., discipline, attendance, student activities, and I&RS). Assists in developing and administering an effective, safe, and secure school environment where students thrive. Create support systems and interventions using Restorative Practices for students and their families. The Dean of Students oversees and implements parts of Restorative Practices and abides by the Pleasantville Student Code of Conduct to facilitate a collaborative and supportive school culture.

PERFORMANCE RESPONSIBILITIES:

1. Oversee matters related to student social and emotional growth and development as they pertain to the District's Code of Conduct and Middle and High School Student Handbook, including education, remediation, and referral for individuals and groups of students.
2. Administer and document interventions in a fair, just, and consistent manner for individuals and groups of students.
3. Establish and oversee a collaborative problem-solving protocol at Pleasantville Public Schools.
4. Communicate with parents on a continuous basis to empower their involvement in Restorative Practices and their child's educational program.
5. Oversee the Pleasantville Public Schools Anti-Bullying Specialists (ABS) and Harassment Intimidation and Bullying (HIB) investigations.
6. Assist with establishing protocols for engaging in restorative practices with individual students as part of the New Jersey Tiered System of Supports.
7. Develop, implement, and evaluate the effectiveness of the Collaborative Problem Solving and Restorative Practice models through the analysis of data, including discipline and HIB referrals, recidivism, grades, and anecdotal feedback from students and staff.
8. Conduct professional development for staff and students on conflict resolution, collaborative problem-solving, restorative practices, and appropriate interventions.
9. Coordinate and maintain follow-up on student attendance issues as they relate to the attendance policy.
10. In conjunction with the Principal develop, implement, and evaluate for efficacy a meaningful and consistent student assistance counseling program for students, parents, and staff.
11. Confer with parents, teachers, counselors, student service personnel, and students on matters of discipline and welfare.
12. Coordinate the afterschool and Saturday detention programs.
13. Oversee the reflection and reset in the school program.
14. Serves and leads the school climate committee for the betterment of the school and its educational program.
15. Participate in multidisciplinary team meetings, school I&RS, 504, staff meetings, parent meetings, and case conferences and report on student progress.
16. Responsible for data collection of referrals, activities, parent contacts, parent conferences, and documentation of Restorative Practice meetings. Provide monthly reports to the Principal.
17. Make recommendations for appropriate revisions of policies and regulations affecting student life in the school.
18. Acts as an administrator on duty for weekend and evening events.
19. Prepare and present completed Electronic Violence and Vandalism Reporting Systems forms monthly.
20. Assist in the interpretation and implementation of school and district programs, policies, and procedures to students, staff, parents, and the community (i.e. Reflection and Reset in school program, code of conduct, ID programs).
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. 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.
24. 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.

DEAN OF STUDENTS (continued)

25. Complete the required State-approved continuing professional development in accordance with State and district procedures.
26. Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. 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.
28. 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.
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 an 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: 12-month employee, salary, and work year as determined by the Board of Education

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: October 24, 2024

LEGAL REFERENCES:

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

DEAN OF STUDENTS (continued)

N.J.S.A. 18A:28-5 REQUIREMENTS FOR TENURE

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:9 PROFESSIONAL LICENSURE AND STANDARDS

SEE PARTICULARLY:

N.J.A.C. 6A:9-3 PROFESSIONAL STANDARDS FOR TEACHERS AND SCHOOL LEADERS

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-12 REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

N.J.A.C. 6A:9B-12.5 PRINCIPAL CERTIFICATE

N.J.A.C. 6A:9B-12.6 SUPERVISOR CERTIFICATE

N.J.A.C. 6A:9B-12.3 AUTHORIZATIONS-GENERAL

N.J.A.C. 6A:9C-3 REQUIRED PROFESSIONAL DEVELOPMENT FOR COMPONENTS AND STANDARDS FOR PROFESSIONAL LEARNING

N.J.A.C. 6A:10 EDUCATOR EFFECTIVENESS

SEE PARTICULARLY:

N.J.A.C. 6A:10-5 EVALUATION OF PRINCIPAL

N.J.A.C. 6A:10.6 EVALUATION OF TEACHING STAFF MEMBERS OTHER THAN TEACHER, PRINCIPAL, VICE PRINCIPAL, AND ASSISTANT PRINCIPAL

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:32-6.3 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.