

## SSS: Dean of Students

<b>Reports to:</b>	Principal
<b>Supervises:</b>	As assigned by the principal
<b>Term of Employment:</b>	10-, 11-, or 12-months depending on specific assignment
<b>Salary:</b>	Teacher Salary Schedule plus local supplement
<b>FLSA Exempt/Non-Exempt:</b>	Exempt

- Qualifications:**
- Classroom teaching experience required
  - Eligibility for North Carolina Principal licensure preferred

### **Essential Job Functions:**

- Administer and enforce school policies related to discipline and student attendance
- Oversee and supervise the management of student attendance and discipline records
- Establish steps and procedures to handling challenging students and standards for conduct
- Communicate to parents, teachers and staff regarding infractions of the code of conduct, academic integrity, or other policies
- Assist faculty in the organization and planning of campus-wide events and programs
- Participate in the creation and implementation of the campus' emergency evacuation and preparedness plan
- Organize academic intervention programs, including detention, study hall and lunch detention
- Mentor and counsel at-risk students and students in need of additional staff support
- Develop, implement, monitor, and collaborate with other educators in the school-wide integration of MTSS
- Communicate with parents and work with the MTSS model which includes RtI and PBIS approaches
- Coach and train colleagues on MTSS implementation and policies
- Train and coach school leadership teams and teachers on the MTSS framework
- Analyze and utilize student and teacher data to guide data-based decision making and enhance direct instruction
- Support teachers in identifying student needs and provide appropriate interventions
- Perform any additional duties as required or assigned by the supervisor

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### Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job-related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job-related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment