



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Dean of Students

**Prepared Date:** August 11, 2022

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### **JOB GOAL:**

The Dean of Students assists in areas assigned by the Principal in a 9th-12th grade facility, including student supervision, specifically in attendance, discipline, guidance, instructional leadership improvement, and a variety of student body activities. Collaborating with the site principal provides student supervision and interventions to students experiencing problems in discipline and attendance in a comprehensive high school setting, and collaborating with the site principal acts as a resource to teachers in their instructional practice, especially concerning issues of discipline, relationships with students, classroom management, and school culture.

### **TERMS OF EMPLOYMENT:**

Salary based on Teacher's salary schedule 10.25-month contract (210 days) plus benefits package. **NOTE:** Precise placement within the salary range will be determined based on experience and education. **FLSA: EXEMPT**

### **QUALIFICATIONS:**

1. Valid Arkansas Teaching License in any 9-12 grade area. Arkansas certification as High School Assistant Principal preferred.
2. Master's degree and three years of teaching experience.
3. Knowledge of school curriculum; of current educational theory and practice; of cultural, socioeconomic, ethnic, and gender differences.
4. Evidence of successful experience in dealing with students' social and emotional problems of at-risk and behaviorally challenging students.
5. Satisfactory computer skills and strong interpersonal skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The specific responsibilities listed below are intended to describe the specific requirements for performing this job, but not an exhaustive statement of duties, responsibilities, or requirements:

1. Oversees discipline of students and handles disciplinary problems as exhibited by students and assigns appropriate sanctions, monitoring pull-out and in-school suspensions.



## Little Rock School District JOB DESCRIPTION

2. Assists the principal in maintaining standards of pupil behavior needed to achieve a functional learning atmosphere and effective participation in all activities.
3. Plans and implements programs designed to develop student character and discipline in accordance with District and school standards.
4. Confers with and advises parents on matters of student behavior and the implementation of effective programs related to student discipline. Meets and confers with parents and school personnel in developing alternative solutions to student attendance and discipline problems and concerns. Creates and monitors student intervention plans. Responsible for mitigating student attendance problems.
5. Maintains a liaison with social service and youth service agencies in pursuing referral follow-ups.
6. Assists the Principal in the general administration of the school.
7. Assists with parent night activities and supervision.
8. Attends meetings as directed by the principal.
9. Performs other related job duties as the Principal may assign.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by the immediate supervisor and approved by the Executive Director of Human Resources.