

DEAN OF STUDENTS



Department:	Educational Learning Centers
Reports To:	Site Administrator
Group/FLSA Status:	Program Specialist / Exempt
Revised:	6/12/2015

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Dean of Students assists the Site Administrator in the overall administration and support for specialized special education programs.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Manages student behavior in hallways and classrooms, monitors student attendance, handles day-to-day functions of discipline related to coeducational and due process procedures;
- Selects, assigns, and supervises non-certified staff;
- Assists in selection, assignment, coaching, and oversight of teachers;
- Implements and enforces all policies and regulations;
- Oversees due process procedures as defined by State and Federal law pertaining to special education students; ensures appropriate paperwork is completed in a timely manner and processes and procedures are followed; ensures IEPs are completed in a timely manner; attends IEP meetings as the administrative designee;
- Assists in the development and implementation of operational guidelines in the areas of building organization and maintenance, security of the school facility, student conduct, student transportation, and food service;
- Acts as site contact, manages the student referral process, and manages summer school programs;
- Provides good public relations with member districts, staff, parents, MDE, and the general public and conducts staff meetings to convey information and feedback to staff;
- Oversees MA billing processes in coordination with 3rd Party Billing Assistant; ensures paraprofessionals successfully complete DHS-PCA exam and ParaPro exam; ensures staff are executing MA billable duties including paperwork compliance;
- Acts as administrative designee for quarterly restrictive procedures meetings and ensures paperwork, training, compliance of seclusion rooms and execution of physical transfers and holds are conducted in accordance with the law;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Dean of Students;
- Comprehensive knowledge of special education due process procedures;
- Thorough knowledge of computerized IEP program;
- Thorough knowledge of the Minnesota Graduation Rule and Pupil Fair Dismissal Act;
- Ability to demonstrate competency in human relations skills;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to deal with and resolve difficult problems;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to process and use complicated data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to present to small groups and large groups;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree in Special Education preferred;
- Considerable experience as a special education teacher;
- Enrollment in an Administrative Licensure Program preferred.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Special Education Teacher;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Site Administrator.
- Responsible for oversight of certified staff and supervision of non-certified staff, consisting of a medium group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is medium work requiring the exertion of up to 50 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.