

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA-Dean of Students-High School

Reports To: Assistant Principal

Job Purpose Statement/s: The essential purpose of the Dean of Students position is to manage student behavior and attendance; promote a safe, positive learning environment; and facilitate student recognition.

Essential Job Functions:

- **Coordinate** the implementation and evaluation of school wide discipline and attendance procedures, which match the district's Student Rights and Responsibilities and ensure equity for all students.
- **Counsel** students and parents regarding school and district policies related to discipline and attendance.
- **Work** with Law Enforcement when necessary
- **Supervise** students during unstructured times of the school day.(before/after school, passing time, lunches, bus duty)
- **Serve** as a resource to staff about classroom management issues.
- **Assist** staff and parents in developing student behavioral expectations.
- **Assist** in planning, developing, and implementing student behavioral plans.
- **Assist** in developing programs to promote positive student recognition as well as intervention strategies.
- **Apply** appropriate consequences for behavior and attendance issues including detention and in school suspension. Work with an administrator regarding out of school suspension, or expulsion.
- **Aide** in coordinating alternative placement for students.
- **Develop** appropriate drug and alcohol intervention and interdiction strategies.
- **Collect** and **review** data related to school discipline and attendance goals and share with building staff.
- **Assist** in monitoring and supervising school facilities.
- **Help** provide supervision at extra-curricular and athletic events.
- **Make** final determination of "excused" or "unexcused" absences and confirm 10-day drops as per State law.
- **Coordinate** staff assigned to attendance duty.
- **Oversee** in-school suspension
- **Oversee** campus security with regard to upholding the high school code of conduct related to discipline and attendance.
- **Oversee** David Douglas High Schools' participation in the East County Attendance Initiative.
- **Work** with outside agencies that are related to attendance or discipline.

Other Job Functions:

- **Other** responsibilities as assigned.

Job Requirements – Qualifications:

Prior job related experience connected to attendance and/or discipline at the high school level. Because this position may include working with teachers regarding classroom behavior, a minimum of 10 years of high school classroom experience is required.

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◆ Skills, Knowledge and/or Abilities Required:

Skills to communicate positively and effectively to students, parents and staff; and appropriately intervene in emergency or potentially critical situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.

Knowledge of policies and practices of the school with regard to truancy and discipline. Working knowledge of the computer.

Abilities to work in a positive manner with people who are in an adversarial situation.

The ability to sit for prolonged periods, understand and carry out oral and written instructions, work independently with minimal supervision, maintain firm but courteous attitude toward individuals, maintain written records. Significant physical abilities include talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.