

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>DEAN OF STUDENTS</b>
---------------	-------------------------

<b>REPORTS TO:</b>	Principal
--------------------	-----------

<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. NYS Teacher Certification.</li> <li>2. Five (5) years minimum teaching experience.</li> <li>3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</li> <li>4. Ten (10) month year. Salary to be determined by the Board in accordance with the teacher contract. (Teacher on Special Assignment).</li> </ol>
------------------------	---

<b>JOB GOAL:</b>	<p>This individual will work from the teacher perspective with students and families to assist in the student's reentry to school following an extended absence caused by illness or suspension. To facilitate the student's return, it may be required of the dean to act as an intermediary between teacher and student. The processing of disciplinary referrals as directed by the principal will be an integral component of this position. The dean will assist the administrators in their normal interactions with students and staff, however, deans will have no supervisory authority.</p>
------------------	---

<b>DUTIES AND RESPONSIBILITIES:</b>	<p>Works closely with the building administrative team to help create the desired learning environment for the building.</p> <p>Handles student disciplinary referrals after being processed by building administration.</p> <p>Works closely with the attendance personnel to follow up with students experiencing attendance problems. (Absences, class cutting, lateness, etc.)</p> <p>Works in close cooperation with the guidance department and other Pupil Personnel Support Staff in working with student and their families who are experiencing educational problems.</p> <p>Assists students returning to school after an extended absence.</p> <p>Acts as an intermediary between student, family, and school to ensure a successful reentry to school.</p> <p>Communicates with appropriate faculty regarding a student's return to school.</p> <p>Works with the student whose infractions of school rules warrant consequences up to and including extended suspensions.</p>
-------------------------------------	---

<p><b>DUTIES AND RESPONSIBILITIES CONTINUED:</b></p>	<p>Conducts meetings with students, staff and parents to help resolve problems and prevent their reoccurrence.</p> <p>Documents the results of all efforts in the student behavior management plans where appropriate.</p> <p>Provides general supervision of the hallways before and after the regular student daily schedule.</p> <p>Assists as a liaison between the school and community group organizations.</p> <p>Assist in the organization and coordination of assembly programs.</p> <p>Monitors educational progress of displaced or suspended students while they attend alternative programs.</p> <p>Knowledge of Restorative Practices.</p>
--	---