



PINELLAS PREPARATORY ACADEMY

JOB DESCRIPTION

DEAN OF STUDENTS

Major Function

Administrative Support position responsible for the student population in an intermediate elementary and middle school setting. The educational leader is expected to understand and demonstrate the use of the positive behavior supports, clear expectations and consequences for student behavior and have the ability to work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful.

Duties and Responsibilities:

- Is responsible for the implementation of a school-wide behavior support program.
- Provides behavioral/crisis intervention for students and teachers
- Handles student office referrals by assigning appropriate consequences, determining the cause of the inappropriate behavior, and working with students to teach appropriate behaviors to reduce future office referrals.
- Coordinate a school wide character development program that teaches students necessarily social and life skills.
- Work collaboratively with classroom teachers to improve classroom management techniques.
- Serve as the school's 504 Plan Coordinator by scheduling necessary parent meetings and ensuring proper documentation of 504 Plans.
- Coordinate a summer school program.
- Serve as the school's testing coordinator for the FCAT, Fall and Spring Stanford 9s, and other standardized tests that may be required by the State.
- Understands central concepts, tools of inquiry, and structure of the discipline(s) taught and makes the subject matter meaningful to students.
- Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
- Listens and interacts effectively with students, parents, colleagues, and community members, respecting diverse perspectives.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Provides professional leadership to establish a culture conducive to learning and student diversity.
- Provides students and parents with timely data for improvement in student behavior.
- Establishes and maintains a safe and secure school environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Maintaining records and completing necessary reports.
- Supervising pupil services (i.e. attendance, discipline, counseling).
- Developing and maintaining a positive school/community climate and safe and healthy environment.
- Performs other related duties as required or assigned by the Principal.

Minimum Qualifications:

Master's degree preferred. Minimum of five (5) years related professional experience in education. Florida educator certification in one of the following: ESE, School Psychology, Educational Leadership, Behavioral Specialist. Participation in, or willingness to be trained in, Non-violent Crisis Intervention (CPI).

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. The Dean of Students is allowed fourteen Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is an 11-month position.