

## **Dean of Students**

**QUALIFICATIONS:**

1. Valid North Dakota Teacher Certificate
2. Knowledge of adolescent behavior issues and a desire to foster support of academic success.
3. Minimum of 5 years successful school experience.
4. (Preferred) Valid North Dakota Secondary Administrator's Certificate.

**SALARY CLASSIFICATION:** Teacher Salary Schedule

**REPORTS TO:** Building Principal, Assistant Principals

**SUPERVISES:** Students

**JOB GOAL:** Assist students to improve school and class attendance that enables student success in school as well as resolving interpersonal problems and conflicts in order to provide students with a worthwhile learning experience.

**PERFORMANCE RESPONSIBILITIES:**

- Support the mission of Bismarck Public Schools and the value of education.
- Oversees the maintenance and administration of the attendance policy.
- Addressing disciplinary issues regarding truancy, tardiness, unexcused absences, etc.
- Maintains records associated with attendance.
- Enlists the county attorney's office when necessary, to address truancy issues.
- Works with faculty and staff to resolve the impact of attendance upon coursework and academic success.
- Assists in investigating and addresses minor student disciplinary matters when administrators are not available or are otherwise engaged in other leadership or management duties.
- Uses motivational theory to assist students, their parents, counselors, and teachers in developing plans for improving student attendance and addressing essential skills and concepts which were missed due to the student's absence.
- Communicates and works effectively with a diverse group of students, parents, staff and outside resources to proactively improve attendance as well as implement interventions.
- Assists in supervision of students during non-structured times such as before and after school, during lunch and during passing times.
- Compiles discipline and attendance reports.
- Supports the supervisor, building/district procedures and practices in a positive and professional manner.
- Other duties as assigned