

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Dean, Middle/Junior High</b>	<b>Job Code: 73020</b>
<b>Job Classification:</b>	<b>04 Asst. Principals, School-Based Admin.</b>	<b>EEO Line: 19</b>
<b>Job Class Category:</b>	<b>D Administrative Personnel</b>	<b>Job Description Supplement Code: 5</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Salary Locator: Instructional Schedule</b>

### SUMMARY:

To create an atmosphere within the school which will enable students to achieve maximum benefits from all programs, services, and opportunities in a safe and orderly environment.

### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution, Master's Degree preferred
- (2) Valid Florida Educator's Certificate with required endorsements for subject and level assigned
- (3) Certified in Educational Leadership or School Principal
- (4) Minimum of five (5) years' successful teaching experience
- (5) Highly qualified as per NCLB guidelines
- (6) Satisfactory criminal background check
- (7) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (5) Evidence of effective decision making, management skills, high energy level, tolerance for stress, and strong work standards
- (6) Knowledge of positive behavioral interventions and support
- (7) Knowledge to create and implement student behavior expectations
- (8) Knowledge of conflict resolution strategies
- (9) Knowledge of state policy and laws affecting the management of student behaviors
- (10) Ability to apply principles of group dynamics, conflict resolution, and problem-solving
- (11) Ability to enforce behavior management strategies to set and maintain clear expectations
- (12) Proven record of achievement as evidenced by student work, learning and data
- (13) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Supervise students on campus including hallways, parking lots, cafeteria, restrooms, athletic events, social activities, programs and assemblies
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (6) Provide leadership behavior management and supervision
- (7) Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans
- (8) Serve as a resource to staff regarding student management issues
- (9) Create and coordinate education alternatives for students in need

- (10) Collaborate with staff, administrators, and parents through the Response to Intervention process
- (11) Facilitate the resolution of conflicts for classroom, campus and bus referrals
- (12) Confer with students and administer appropriate consequences (investigating and recommending students for suspension and/or expulsion in coordination with the Pupil Progression Plan).
- (13) Manage the documentation of student behavior through the student management system in a timely manner
- (14) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (15) Establish a professional rapport with students that earns their respect.
- (16) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (17) Work cooperatively with adults assigned to your office (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (18) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (19) Assist in the maintenance of the crisis management plan and school safety requirements
- (20) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (21) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (22) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (23) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (24) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (25) Build positive relationships with students, staff, parents and community members
- (26) Perform any other duties as assigned by Principal(s)

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVED:**

February 2004

***Pending:*** August 5, 2014