



JOB ANNOUNCEMENT

Director of Student Services/ Dean of Students

June 7, 2019

Alsea School is seeking a Director of Student Services/ Dean of Students for the 2019-2020 school year.

PROFESSIONAL REQUIREMENTS:

- Candidates must hold or be eligible to hold an Oregon Administrative License.
- Minimum of five years working directly with students.
- Education administrative experience.

GENERAL RESPONSIBILITIES:

- Serves as a resource for staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Participates or leads development of positive behavior support systems and development of intervention strategies.
- Works successfully and positively with all students to provide them with assistance in meeting their educational needs. Coordinates, facilitates and implements disciplinary intervention steps, including PBIS, and processes with staff, working closely with the principal/ superintendent.
- Academic Counseling supports for grades 8-12 including scheduling, course placement, and college/ career readiness planning. Monitors student transcripts while working closely with the registrar to anticipate student needs.
- Oversees Alsea's Dual Credit and Online programs.
- Manages safety and security planning and protocols.

CONTRACT INFORMATION:

- Salary: \$64,000
- Contract days: 260 days per year. This includes 20 paid vacation days and 11 paid holidays.
- Alsea School District 7J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance [\$1,250 DISTRICT pay cap per month], life insurance, short and long term disability, long term care, tax deferred retirement savings plans, and more. The District pays all PERS contributions.
- **Start Date: TBD**

APPLICATION PROCEDURE:

Apply online at

www.SchoolSpring.com or
<https://alsea.tedk12.com/hire>

A direct link can be found at

<http://alsea.k12.or.us/district-office/employment/>

Required application materials:

1. SchoolSpring OR TalentED online application
2. Letter of Application/ Cover Letter [please include TSPC account number]
3. Resume
4. Transcripts [unofficial]
5. Letters of recommendation [minimum of two written within the last year].

FOR MORE INFORMATION

Contact: Shirley Koetz

541.487.4305

shirley.koetz@alsea.k12.or.us

APPLICATION DEADLINE: Open until filled. **Priority Deadline June 21, 2019**

** Alsea School District #7J is an Equal Opportunity Employer. It is the policy of the District not to discriminate based on race, sex, age, national origin, marital status, religion, or handicap unrelated to job performance.*