

## Job Description

Position Title: Dean of Students (K-12)

Location: Alsea School District

Reports To: Principal / Superintendent

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## Position Summary

The Dean of Students supports the Principal and school leadership team in promoting a safe, respectful, and engaging learning environment for students in grades K-12. This position is responsible for coordinating student discipline systems, restorative practices, behavioral interventions, and attendance support while fostering a positive school culture.

In a rural school setting, the Dean of Students works closely with staff across grade levels to ensure consistent expectations for student behavior and engagement. The position leads schoolwide Positive Behavioral Interventions and Supports (PBIS) initiatives and helps build a culture of recognition and belonging through weekly celebrations, student recognition programs, and monthly assemblies.

The Dean of Students also assists with student supervision, safety procedures, and coordination of interventions to support student success.

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## Essential Duties and Responsibilities

### Student Discipline and Behavior Support

Oversee and manage student discipline for grades K-12 in accordance with district policy, the student handbook, and state regulations.

Investigate student behavioral incidents and determine appropriate consequences, interventions, or restorative actions.

Maintain accurate documentation of discipline incidents and behavioral data.

Ensure consistent implementation of behavioral expectations across classrooms and grade levels.

Communicate with students and families regarding behavioral concerns, interventions, and outcomes.

Support teachers in addressing classroom behavior and implementing effective management strategies.

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## Restorative Practices and Student Interventions

Implement and facilitate restorative practices to address behavioral incidents and repair harm.

Coordinate behavioral and social-emotional interventions for students needing additional support.

Work collaboratively with counselors, special education staff, and student support teams to develop and monitor behavior support plans.

Participate in intervention and student support meetings as needed.

Provide coaching to staff on proactive strategies for addressing student behavior.

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## PBIS Leadership

Lead the implementation and coordination of Positive Behavioral Interventions and Supports (PBIS) across K-12.

Collaborate with staff to establish and reinforce schoolwide behavioral expectations.

Monitor and analyze behavior data to identify trends and inform intervention strategies.

Coordinate student recognition programs and incentives that promote positive behavior.

Support staff training and implementation of PBIS strategies.

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## School Culture and Student Engagement

Coordinate weekly celebrations or recognition activities that highlight positive student behavior and achievements.

Plan and organize monthly school assemblies in collaboration with school leadership.

Support student leadership opportunities and activities that promote school pride and belonging.

Help develop initiatives that strengthen a positive school climate and encourage student engagement.

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## Attendance Support

Monitor and support student attendance and engagement in coordination with school administration.

Communicate with families regarding attendance concerns.

Collaborate with staff to identify and support students with chronic absenteeism or engagement challenges.

Assist with interventions to improve attendance and student participation in school.

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## Student Supervision and Safety

Assist with supervision of students during arrival, dismissal, passing periods, lunch, recess, and school events.

Support implementation of school safety procedures and emergency protocols.

Assist administration with crisis response and student safety concerns.

Help maintain orderly and safe school environments across campus.

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## Collaboration and Leadership

Serve as a member of the school leadership team.

Collaborate with teachers and staff across K–12 grade levels to support student success.

Work with families and community partners to support student needs.

Assist with implementation of school improvement goals related to school culture, student behavior, and engagement.

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## Qualifications

### Education

Bachelor's Degree preferred or equivalent experience

Degree in Education, Educational Leadership, Counseling, or related field preferred or equivalent experience

### Experience

Experience working with students in a K–12 school setting

Experience with student discipline systems, PBIS, restorative practices, or behavior support preferred

Experience supporting student engagement and school culture initiatives

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## Knowledge, Skills, and Abilities

Knowledge of PBIS and restorative practices

Strong communication and conflict resolution skills

Ability to build positive relationships with students and families

Ability to maintain confidentiality and professionalism

Strong organizational and problem-solving skills

Ability to work collaboratively in a rural school environment serving multiple grade levels

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## Physical Requirements

Ability to move throughout campus and supervise students in classrooms, hallways, and outdoor areas

Ability to stand or walk for extended periods

Occasional lifting of materials up to 25–30 pounds

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## Terms of Employment

Employment terms and conditions are established by the district and consistent with district policies, employment agreements, and applicable state laws.