

HILLSBORO SCHOOL DISTRICT 1 J

2022.1

JOB DESCRIPTION

T.O.S.A. – ELEMENTARY

DIVISION: ADMINISTRATION
DEPARTMENT: SCHOOL BUILDING
IMMEDIATE SUPERVISOR: PRINCIPAL

GENERAL DUTIES: The Dean of Students will provide support to school administrators for the overall leadership at each school.

ESSENTIAL REQUIREMENTS:

- A. Masters degree preferred
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Completed, or currently enrolled in, administrative credential program
- D. Physical requirements, which may include:
 - 1. In an eight-hour day the employee may:
 - a. Stand/Walk 1 - 8 hours
 - b. Sit 1 - 6 hours
 - c. Bend, kneel, squat and climb stairs
 - d. Use small muscles for repetitive motions

ESSENTIAL RESPONSIBILITIES:

- A. Assist with student supervision issues and enforcement of the student code of conduct
- B. Counsel students and parents with school and district policy
- C. Assist staff and parents in developing student behavioral expectations
- D. Assist in the planning, developing and implementing of individual student behavior plans
- E. Serve as a resource to staff in dealing with classroom management issues
- F. Assist in developing programs to promote positive student behavior as well as intervention strategies
- G. Coordinate alternative placement for disruptive students
- H. Assists with student management including suspensions and pre-expulsion conferences
- I. Assist with monitoring and supervision of school facilities
- J. Assist in organizing state testing and improving student success
- K. Other duties as assigned by school administrator