



*Every Student Matters, Every Moment Counts*

**Morton School District #214**  
PO Box 1219  
Morton, WA, 98356  
P: 360-496-5300 F: 360-496-5399  
[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

**Morton Jr/Sr High School**  
152 Westlake Avenue  
P: 360-496-5137 F: 360-496-6035

**Morton Intermediate School**  
152 Westlake Avenue  
P: 360-496-5137 F: 360-496-6035

**Morton Elementary School**  
400 Main Avenue  
P: 360-496-5143 F: 360-496-0327

**Job Title: Dean of Students**  
**Reports To: Intermediate and Jr/Sr High Principal**

### **Job Summary**

The Dean of Students is a key leadership team member, working under the supervision and direction of the Intermediate and Jr/Sr High Principal to implement and oversee the school's leadership and management systems. This role is instrumental in shaping a positive and productive educational environment for students and staff. The Dean of Students plays a hands-on role in developing and enforcing behavior management strategies to guide students toward positive conduct and academic success. Other duties may include staff evaluation, staff professional development, and other duties as assigned.

### **Essential Duties and Responsibilities**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks, and other duties may be assigned as necessary:

- Follows and maintains knowledge of all district policies and procedures.
- Works to resolve students' educational, emotional, social, and behavioral challenges.
- Works with students, staff, and parents/guardians to identify students with special needs, provide services, or make appropriate referrals.
- Actively participates in and attends various school, district, regional, and state committees and pieces of training.
- Understands attendance laws and regulations, manage all paperwork, and attend juvenile court to represent the school/district.
- Assist their supervisor(s) in the professional growth of staff.
- Observe and evaluate staff delegated by their supervisor(s).
- Work with their supervisor(s) to develop, establish, manage, and modify the building's student conduct systems.
- Assist their supervisor(s) in developing, implementing, and following up on staff tasks, assignments, and scheduling.
- Work with student(s) on the solution to problems that interfere with the learning process of any and all students.
- Confers with parents, teachers, students, and the community when necessary.
- Issues student discipline and follows through on paperwork and process as needed.
- Supervises students in hallways before, after, and between classes, in the library, at lunch, and during special events.
- Assists their supervisor(s) in implementing policies and rules governing student, staff, and school culture.
- Promptly reports any serious accident or illness affecting students or any incident that might affect the school, teachers, or students therein.
- Take all responsible precautions to protect students' health and safety, as well as equipment, materials, and facilities.
- Appropriately maintains and secures confidential records and inquiries.
- Maintains appropriate certifications and training hours, as required.
- Professionally represents the District in interactions with parents, community, staff, and students.
- Maintain all required data and metrics and provide that information as needed at federal, state, and local levels.
- Prepares and submits local, state, and federal reports promptly.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Josh Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Chelssi Hanger, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

- Compliance with applicable district, state, local, and federal laws and regulations.
- Attends work regularly and is punctual.

### **Marginal Duties and Responsibilities**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks, and other duties may be assigned as necessary:

- Attend and sometimes lead in-service training.
- Reports issues to authorities as necessary, animal control, suspicious activity, etc.
- Supervise students.
- Substitutes for other teachers, as necessary.
- Substitutes for administration, as necessary.

### **Supervisor Responsibilities**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education and/or Experience:** Prior successful experience working in a school setting and some administrative experience are preferred. A current Washington State Principal certificate is preferred, but the ability to obtain one before starting employment is also preferred. Bachelor's degree (B.A.) or equivalent from a four-year college or university, or at least one-year related experience and/or training or equivalent combination of education and experience strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit, consistently meeting deadlines, multitasking, and handling several ongoing tasks without a decline in performance. Demonstrates an ability to work successfully with staff, students, and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to present information and respond effectively to questions from students, staff, families, and community members in one-on-one, small, and large group situations. Ability to respond verbally to common inquiries from students, staff, families, and community members. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw a valid conclusion. Ability to respond to situations proactively. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Knowledge of effective behavior management methods—ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the district, including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid and current teaching, administrative, or counseling certificate endorsed through OSPI. Must have a valid Washington Driver's License.

**Physical Demands**

An employee must meet the physical demands described here to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.), with the standard classroom setting. The noise level in the work environment is usually low to moderate but occasionally high, depending on the student population and activities. The employee is occasionally exposed to wet or humid and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

**Other**

n/a

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) whenever it deems advisable.