



# COLUMBIA BOROUGH SCHOOL DISTRICT

## POSITION GUIDE

<b>TITLE:</b>	Dean of Students	<b>Revised:</b>	February 2021
<b>DEPARTMENT:</b>	Instructional	<b>Position:</b>	Certified Teacher
<b>LOCATION:</b>	Various	<b>Exempt:</b>	Salaried
<b>REPORTS TO:</b>	Building Principal(s) and/or Assistant to the Superintendent		

## SUMMARY OF PURPOSE

Under the supervision of the building principal or designated administrator(s) promotes school attendance, school safety and violence prevention and appropriate student behaviors. They will support the teaching staff on issues of classroom management and student behavior. They will identify students with attendance or disciplinary problems and addresses those programs with parents/guardians. To help students resolve both academic and non-academic problems which may interfere with their ability to thrive in a safe educational environment. The employee eligible for this position will be a member of the collective bargaining agreement. The position does not have any supervisory responsibilities.

## ESSENTIAL FUNCTIONS

- Coordinate efforts with school personnel to develop plans to assist students with attendance issues with behavioral concerns and for those struggling academically. They will evaluate the programs periodically for effectiveness and share with the building principal.
- Assist building principal and/or administrators with scheduling of staff and students.
- Serve as resource for teachers who have questions and suggestions regarding the building's attendance and behavior issues or concerns.
- Assist the principal in the resolution of all discipline problems in a fair and just manner and maintain records of any action taken; the principal will make the final decision on all discipline matters.
- Work with faculty in a cooperative manner to develop rules and regulations to effect positive student behavior in the school.
- Assist with lesson plans for the position vacant for interim position, time will be provided as directed by the building principal.

## **COLUMBIA BOROUGH SCHOOL DISTRICT**

### **POSITION MANAGEMENT GUIDE**

- Provide documentation and make recommendations to the principal regarding the suspension and expulsion of all students; the principal makes the final decision regarding the suspension and/or expulsion of any student.
- Assist in developing, carrying out policies, and supervising practices dealing with building control and supervision.
- Research matters of discipline and welfare by conferring with parents, teachers, counselors, support service personnel, and students with the final decision made by the principal.
- Oversee all matters of student attendance and make recommendations to the principal for resolution of chronic attendance problems.
- Assist the administration with the safe school's component to align with safety of students, staff, and community.
- Work with community and government agencies on problems relating to drug abuse and truancy from school.
- Assist in the dissemination of information regarding school and district programs, policies, and procedures to students, parents, staff, and community.
- Able to support teachers with classroom coverage if necessary.
- Perform additional duties as assigned by the building principal.
- Provides lateral service to support office team operations, when necessary

### **KNOWLEDGE, SKILLS, AND ABILITIES**

This position requires the following skills:

- Demonstrate proficiency with technology/computer software such as, but not limited to Microsoft office suite, Microsoft teams and Google suite
- Highly organized and detail oriented
- Possess good communication skills, both written and verbal, maintains confidentiality at all times
- Able to work independently
- Able to learn new skills quickly
- Demonstrate flexibility
- Able to multi-task
- Must be a team player

### **DEPARTMENT/ORGANIZATION**

- Makes decisions consistent with the CBSD credo, motto, and service values.
- Builds strong relationships and create responsible caring citizens
- Creates unique, memorable, and personal experiences for those encountered
- Understands role in achieving district goals to ensure the success of students

## **COLUMBIA BOROUGH SCHOOL DISTRICT**

### **POSITION MANAGEMENT GUIDE**

- Continuously learns and grows professionally
- Seeks opportunities to improve the CBSD experience
- Creates a work environment that is positive and supportive
- Creates an environment of teamwork and lateral service so that the needs of all stakeholders are met
- Takes pride of professional appearance, language, and behavior.
- Serves as an ambassador of CBSD and protects the privacy of others and confidential district information
- Responsible for a clean, welcoming, and safe environment
- Performs other functions as assigned by Supervisor

### **MARGINAL FUNCTIONS**

Marginal Functions will vary with the specific assignment and depend on the position function for which the person is responsible.

### **SCOPE AND IMPACT**

This position works independently in the performance of the essential functions. Contacts include district administrators, students, parents, teachers and outside organizations and agencies.

### **MINIMUM REQUIREMENTS**

This position requires the following qualifications:

Master's degree or equivalent preferred, but not required,  
Instructional II certificate,  
Minimum five years' experience in education preferred,  
Excellent oral and written communication skills,  
Knowledge of district curriculum and the Pennsylvania Academic Standards,  
Technologically literate,  
Excellent interpersonal skills.

### **OTHER REQUIREMENTS**

- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Applicants for employment are required to obtain an FBI Criminal History Record Act 114
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Such alternatives to these other qualifications as the Board may find appropriate and acceptable.

**COLUMBIA BOROUGH SCHOOL DISTRICT**

POSITION MANAGEMENT GUIDE

**PHYSICAL/COGNITIVE/ENVIRONMENTAL**

- Physical Demands: Sitting 30%, walking/standing 70%  
Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Some stooping, bending, and twisting of the body  
Ability to lift and/or carry supplies weighing up to 20 lbs. or more  
Ability to stand or walk for extended periods of the workday  
Ability to sit for extended periods of the workday
- Sensory Abilities: Visual and Auditory acuity  
Visual acuity to read correspondence and computer screens  
Auditory acuity to be able to deal effectively with people
- Work Environment: Typical public education environment. Subject to inside and outside environmental conditions
- Temperament: Must possess excellent interpersonal skills  
Must be able to work in an environment with frequent interruptions  
Able to receive oral communication  
Able to make judgments and work under high level of stress
- Cognitive Ability: Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to follow written and verbal directions.
- Mental: Ability to define problems, collect and organize information, establish facts, and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

*I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I verify that I can fulfil all essential functions, requirements and demands of the position as stated with or without reasonable accommodation.*

X\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.*