



## Littleton Elementary School District Position Description

**TITLE:** Teacher on Assignment-Dean of Students

**CLASSIFICATION:** Exempt

**REPORTS TO:** Building Principal

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide support to students as well as serve as part of the building level leadership team in promoting excellence in learning and facilitating a learning environment which respects the dignity of all.

### **PRINCIPLE DUTIES: (Essential Duties & Responsibilities)**

- Assists in the supervision of the school's educational program
- Acts on behalf of the principal/assistant principal in his/her absence
- Assists in the supervision, mentoring, training and implementation of the school discipline program
- Provides student counseling/conferencing on such things as bullying, behavioral and academic issues
- Coordinates with outside agencies for critical needs of students
- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines
- Recognize and resolve student safety and wellness issues, concerns or problems
- Participates in certified and support staff selection, orientation, supervision, evaluation and professional growth as assigned and guided by the principal
- Prepares and presents reports as requested
- Assists in conducting staff meetings to keep all informed of policy changes and new programs
- Monitors and provides feedback to teachers on instruction and classroom discipline
- Assists with facility issues and managing, organizing and monitoring systematic procedures for accounting and budgeting
- Assists in keeping families informed on a regular basis regarding activities of the school and the progress of the children
- Assists in coordination of extra-curricular activities including athletics
- Other duties and responsibilities as assigned

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Solving problems and resolving conflicts with students and adults
- Excellent written and oral communication skills to present information to staff
- Using computer and related software to prepare reports and documents related to curriculum
- Training and staff development skills, ability to train adult learners
- Managing a budget as assigned by principal
- Ability to analyze and interpret data and generate reports
- Ability to perceive, plan, implement and continuously improve the instructional program
- Analyze, manage and assist in planning and scheduling after school programs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.

- Current instructional practices
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Human growth and development
- Effective classroom management strategies and discipline methods
- Function as a member of District committees as applicable or as assigned

**PHYSICAL REQUIREMENTS:** Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**QUALIFICATIONS:**

Valid Arizona certification and a minimum of three years of successful experience as a classroom teacher, Proficient in the essential elements of instruction  
 Knowledge and experience in leadership and staff development skills  
 Knowledge and expertise in integration of curriculum and instruction  
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED LICENSE/CERTIFICATION:** Arizona Principal and Teacher Certification; MA Degree in the Field of Education; Valid AZ Fingerprint Card

**TERMS OF EMPLOYMENT:** 301 Performance Pay is attached to this position

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Governing Board’s policy on evaluation of Administrative Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed to and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_