

Dean of Students - Vacancy ID: 54658

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Vacancy Details

Position Type: Student and Pupil Services

School/Building: Shorewood Intermediate School

Openings: 1

Contact

Name: Mike Joynt

Title: Shorewood Intermediate School Principal

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Position Details

Start Date: 08/01/2019

Salary/Wage: Commensurate with experience

Terms/Schedule: 8 Hr/Day, 5 Day/Week, 1.0 FTE

Appointment Type: Full Time

Description

Shorewood School District has a vacancy for a full-time Dean of Students at Shorewood Intermediate School for the 2019-20 school year. The Dean of Students works with the staff, students and families to promote success with students academics, character, citizenship and wellness. The successful candidate will value diverse and multicultural perspectives and demonstrate the ability to work effectively with all school stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists students in establishing high standards of conduct.
- Investigates and resolves student complaints and grievances in a fair and just manner.
- Investigates and monitors minor infractions of the school code in the form of progressive disciplines such as detentions, classroom referrals and in-school suspensions.
- Monitors students upon completion of out-of-school suspensions, facilitates student/teacher re-entry meetings and provides peer mediation to resolve residual student conflicts.
- Reports illegal acts to the proper authorities.
- Maintains disciplinary records required by policy, regulation, law and good practice.
- Investigates student attendance issues and communicates with parents, teachers and pupil services on ways to improve.
- Determines if absences are excusable under state law and board policy and assigns students appropriate consequences for truancy if applicable.
- Assists in developing and administering practices dealing with campus control and security.
- Coordinates with principal to ensure supervision on campus before, during and after school.
- Confers with parents, teachers, counselors, support services personnel and develops policy recommendations on matters of student discipline and welfare.
- Serves as the liaison to families, the community and government/law enforcement agencies on problems relating to drug abuse, truancy and security.
- Works towards Racially Just curriculum and instruction and understands historical and structural inequality.
- Models non-discriminatory practices in all activities.
- Communicates with students and parents on a regular basis through phone calls, emails and in-person meetings.
- Responds effectively to inquires or complaints from parents, public groups and the community.
- Participates collegially in professional meetings (in-service, faculty, department, grade level and evaluation), professional development, continuing education and professional organizations.
- Encourages participation in and assists with school activities.
- Maintains and respects confidentiality of all student information/records and school personnel information.
- Maintains the highest professional standards of conduct and positive rapport when interacting with all District stakeholders (students, parents, administrators, colleagues and the community).
- Provides limited supervision of assigned support staff.
- All other duties that may be assigned, in a manner that will meet the standards established by the Superintendent and/or the Board of Education.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Job description available upon request.

KEY SKILLS & ABILITIES:

- Must have excellent written, oral and interpersonal communication skills.
- Ability to collaborate within a team environment.
- Must possess de-escalation skill techniques/skills and restorative justice skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Must demonstrate strong convictions and support for the District and Department's mission, vision, and goals.
- Ability to see oneself as a racial being in past, present and future settings.
- Ability to work positively, effectively, and ethically with the community, students, parents, and District personnel.
- Ability to perform duties with awareness of all District requirements as well as Board and District policies and guidelines.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education or a related field
- At least three (3) years of successful public education experience in teaching or administration.
- Experience in school leadership preferred.
- Knowledge of and experience in working with students with mental health needs.
- Training in trauma-informed care.

Candidate Requirements

Years of Experience: 3

Degree: Bachelor

Additional Requirements:

- Resume
- Cover Letter
- Letters of Recommendation
- Standard Questions
- Transcript