

I. TITLE: District Dean/Supervisor of Students

II. QUALIFICATIONS:

1. Possesses a valid New Jersey Supervisor and/or Principal Certification
2. Minimum of five (5) years of successful teaching experience
3. Required criminal history background check and proof of U.S. citizenship or legal resident status

III. REPORTS TO:

Superintendent

IV. SUPERVISES:

Students in PreK – 8 and staff assigned by the Superintendent

V. JOB GOAL:

To assist the Administration, and staff in upholding the Student Code of Conduct, Anti-Bullying Bill of Rights and supporting a safe and secure learning environment, and fostering a positive school climate.

VI. PERFORMANCE RESPONSIBILITIES:

1. Assists in the conducting of safety inspections and safety drill practice activities.
2. Assists in maintaining high standards of student conduct and enforcing discipline policies.
3. Assists in supervision of the cafeteria and recess during lunch hours.
4. Assists in supervision of hallways, bathrooms, and other student transitions.
5. Provides guidance to individual students, resolves individual behavioral problems.
6. Supports teachers who have students with behavior problems.
7. Assumes responsibility for implementing discipline procedures as stated in the Student Handbook and district policies and regulations.
8. Works with students, staff, parents, law enforcement officials and others in the implementation of student behavior codes in cooperation with the principal.
9. Generates and maintains accurate discipline records.
10. Assists in developing innovative strategies, preventive approaches, and proactive plans for students who exhibit at risk behavior.
11. Monitor and investigate student attendance and tardiness.
12. Coordinates the preparation of required reports of harassment, intimidation, and bullying; violence, vandalism, substance abuse, and possession of firearms.
13. Serves in the role of Anti-bullying Specialist & Coordinator..
14. Performs such record-keeping and reporting functions as the Administration may direct.
15. Makes recommendations to the Administration for changes in policies, as related to student conduct and safety.
16. Serves as building administrator, in cooperation with other building administrators, in the absence of the building principal.

17. Evaluates assigned staff in accordance with state law and regulation, Board policy, and district practices.
18. Is knowledgeable about district policies and assists the Administration in interpreting for school staff Board policy and school procedures related to the policies associated with student conduct and safety.
19. Assists the Administration in implementing district policy, goals and objectives.
20. Acts in supportive role with the Administration in work with parents, teachers, and the community to promote the effective flow of communication.
21. Promotes good school-parent relationships when discussing specific student problems with parents.
22. Assists in management of administrative detention, suspensions, & expulsions for students.
23. Continues own professional growth and development as relates to job responsibilities through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
24. Keeps up to date with changes and development in the profession, as relates to job responsibilities, by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
25. Assists in the planning and supervision of activities to promote pupil conduct and safety.
26. Performs such other duties and assumes such other responsibilities and projects as may be assigned by the Principal and Superintendent or designee.

I. TERMS OF EMPLOYMENT

This position is a ten-month, and 10 day position under the administrative CBA.

II. EVALUATION

Performance of this job will be evaluated annually by the Superintendent in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Adopted: August 22, 2018

Revised: July 26, 2023