

**EPPING SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** DEAN OF STUDENTS - MS

**GENERAL DESCRIPTION:** The Dean of Students provides administrative leadership in the planning, implementation, coordination, and evaluation of student programs to meet the guidelines of the Safe School Zones, Drug Free School Zones, Public Safety and Violence Protection, Child Protection Act, student attendance, student supervision, student wellness, and other such federal and state guidelines for Epping High School. This position also supports the School Principal in the planning, implementation, coordination, and evaluation of school initiatives in the areas of curriculum, instruction, and assessment to meet school and district goals.

**QUALIFICATIONS:**

1. Master's Degree from an accredited institution
2. Experience with the special education process and laws
3. Experience in teaching, at least five years preferred
4. Experience with Powerschool® and Performance Pathways®
5. Experience and other qualifications as specified by the Superintendent

**KNOWLEDGE:** Requires knowledge in school law, NH Department of Education rules, NH Department of Child and Youth Services guidelines, NH Judicial System rules, and School Board policy. Also requires knowledge of NH Public School Standards; NH Curriculum Frameworks; best practices in curriculum, instruction, and assessment; and instructional and behavioral interventions.

**SKILLS:** Requires demonstration of strong leadership skills to support student programming as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, data analysis and analytic skills to evaluate and recommend changes in instructional programming, and technology skills in the areas of office software, student database systems, state reporting, computers and peripherals, smart boards and other technological equipment, and office equipment operation.

**ABILITIES:** Requires excellent attention to detail and follow through to meet legal requirements and reporting requirements, significant confidentiality responsibilities due to student and staff issues, and fiscal responsibilities in the areas of school budget and grant funding.

**CLASSIFICATION:** This position is designated as a certified administrative position, and is part of the school management leadership team.

**REPORTS TO:** School Principal, evaluation in accordance with District and Board Policy

**SUPERVISES:** Assigned support personnel

**PERFORMANCE RESPONSIBILITIES:**

**THE VISION OF LEARNING**

1. Exercise proactive leadership in promoting and supporting the District's vision, mission, goals and priorities.
2. Set high standards and expectations for self and others.
3. Plan and evaluate programs for all assigned areas for improved student learning.
4. Serve on Building Leadership Team.
5. Serve as the Building 504 Coordinator.

#### THE CULTURE OF SCHOOL SAFETY AND STUDENT SUPPORT

1. Provide supervision, programs and staff if required in assigned areas of student safety and wellness to include harassment; sexual harassment and sexual violence; bullying; gang activity; hazing; violence; theft; destruction; weapons; conduct and discipline; attendance; residency; tobacco, drug, and alcohol; child abuse and neglect; suicide; nutrition; automobile use; physical wellness; social and emotional wellness; and other areas as determined.
2. Coordinate behavior intervention services such as assessments, plans, classroom consultation and crisis intervention in coordination with other school personnel.
3. Respond quickly to emergency situations.
4. Provide support to parents and families with student safety and wellness issues.
5. Provide training to parents, families, and other interested public on student safety and wellness issues.
6. Tabulate, analyze and disseminate data concerning attendance, discipline and other information in support of student learning.
7. Assist School Principal and teachers in matters of attendance, absenteeism and tardiness.
8. Work with the School Principal in reviewing and revising the student handbook.
9. Assist School Principal with a proactive staff orientation and annual staff development plan.
10. Attend staff meetings for communication and awareness.
11. Attend other school related activities as necessary and appropriate.
12. Coordinate major field trips.
13. Serve on committees, councils or task forces including safety, wellness, and emergency planning.
14. Keep abreast of legal and educational issues and changing laws, rules and guidelines.
15. Perform other incidental tasks as assigned by School Principal.

#### THE CULTURE OF TEACHING AND LEARNING

1. Serve on committees, councils or task forces including assessment and report card committees and school improvement task force.
2. Gather, manage and evaluate data on student achievement and provide School Principal with status reports of the impact of professional development on student achievement.
3. Administer, tabulate, analyze, and disseminate NECAP, NWEA and other academic data and serve on School Data Team in support of student learning.
4. Maintain PowerSchool® and Performance Pathways® data bases.
5. Generate school reports, student records, and grade reports from PowerSchool®.
6. Assist in generating, assessing, and monitoring EMS staff orientation and professional development plans including, but not limited to classroom walk-throughs, observations, and overall supervision of staff such as teacher duties...
7. Assist School Principal with technology management and staff training in educational intervention program, student database, curriculum mapping, student data assessment building, and other such software.

8. Work with School Principal to develop master schedule and associated documents.
9. Work with teachers on best practice in student assessment and data analysis.
10. Monitor and facilitate teacher student data entry and reporting.
11. Work with administrative team on curriculum, instruction, and interventions to help all students succeed academically.
12. Participate in professional development activities and meet with other Deans of Students to continually upgrade knowledge and skills.
13. Perform other tasks as assigned by School Principal.

#### THE MANAGEMENT OF STUDENT BEHAVIOR

1. Coordinate the student discipline process.
2. Oversee the in-school detention and suspension program.
3. Recognize and resolve student safety and wellness issues, concerns or problems.
4. Plan and organize student record policies and procedures relating to attendance, discipline and pupil counting.
5. Coordinate review of all non-resident pupils for residency purposes with Guidance Department.
6. Coordinate a systematic control and transfer system for student records in compliance with federal/state laws.
7. Prepare or supervise the preparation of all required reports and maintain all required records in the areas of attendance, discipline and pupil counting required by law and Board policy.
8. Supervise contracted services with other agencies in support of student safety and wellness.

#### RELATIONSHIPS WITH THE BROADER COMMUNITY TO FOSTER LEARNING

1. Communicate student safety and wellness information services and needs to school staff, students, parents and community members.
2. Promote student safety and wellness programs to school staff, students, parents and community members.
3. Coordinate available community services and resources in support of student safety and wellness.
4. Serve as a school/district representative for emergency or crisis situations.
5. Serve as a liaison with law enforcement, DCYS, and court appointed staff in support of students.
6. Serve as a member of the Epping/Newmarket Youth and Family Coalition and other such agencies.
7. Identify problems resulting from broken homes, neglectful parents, economic conditions, and other such issues affecting student learning.
8. Enforce the compulsory attendance law.
9. Manage school website.

#### INTEGRITY, FAIRNESS, AND ETHICS IN LEARNING

1. Implement student discipline with fairness and consistency.
2. Respond to inquiries or concerns in a timely manner.
3. Mediate parent and school conflicts when required.
4. Make and communicate decisions in a timely manner.
5. Demonstrate positive interpersonal relationships with students, staff, parents, and community members.
6. Supervise and evaluate all assigned personnel.

7. Demonstrate punctuality, good attendance and work ethic for all duties.
8. Adhere to School Board policies and administrative procedures.
9. Adhere to all state and federal laws, rules and regulations.

#### THE POLITICAL, SOCIAL, ECONOMIC, LEGAL, AND CULTURAL CONTEXT OF LEARNING

1. Advocate for student services to support student learning.
2. Communicate District policies and state/federal laws to school staff, students, parents and community members.
3. Assist in developing budget.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting.

#### TERMS OF EMPLOYMENT:

1. 210 Days position, extended employment only with Superintendent approval
2. 8 Hour day, extended hours may be frequently required
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification in guidance, counseling, social work, or related field
6. Valid driver's license
7. Administrative contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.