



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Dean of Students (Teacher)
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #</b>	8075
<b>Reports to:</b>	Principal
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

The Dean of Students assists the school principal in creating a school environment that is conducive for learning by providing leadership to develop staff and support positive student behaviors through a trauma-informed lens that incorporates best practices in the area of socio-emotional learning. The dean supports school-wide student and staff culture, discipline, instruction and operations to ensure the following:

- Decrease in student referrals resulting in suspension
- Increase in universal adherence to school culture/climate plan
- Increase in academic achievement of students

**Essential Functions:**

- Acts as leader in the absence of the building principal and assistant principal
- Leads staff members to high performance through goal setting and evaluation
- Collaborates with the principal to create a comprehensive and responsive professional development program for teachers
- Assists principal in educating and training staff on the implementation of SEL Standards as it relates to instructional planning, curriculum, alternative assessments, use of grading guidelines and scoring guidelines
- Creates and monitors the school-wide behavior management plan
- Monitors building and grounds to assess and respond to immediate needs of staff/students
- Provides documentation which may include: Discipline reports, plan of action, logs, calendar, needs assessment, workshops presented, training packets, student data analysis, etc.
- Collaborates with community partners that missions align to meeting the SEL needs of students
- Attends weekly student support team meeting and provide documentation/input as requested
- Serves as school liaison to social service agencies such as St. Louis City Metropolitan Police Department, Division of Family Services and Innovative Pathways
- Analyzes and action plans in response to stakeholder culture/climate surveys
- Supports teachers on effective classroom management and relationship-building strategies in order to ensure every classroom is a healthy, safe, and consistent learning environment
- Assists with/facilitates meetings relating to student behavior
- Understands and adheres to the District Student Code of Conduct
- Monitors student adherence to school policies (cell phone, uniform, etc.)
- Maintains confidentiality of information
- Works proactively with all students and staff to ensure a healthy, safe, and consistent academic environment
- Performs other duties assigned by supervisor

**Knowledge, Skills, and Abilities:**



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- Excellent oral and written communication skills
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, SIS/other district data systems and the Internet
- Demonstrates patience and compassion as well as stern leadership while helping students
- Maintains strong classroom management skills
- Works effectively under pressure with changing work demands
- Ability to demonstrate positive thinking skills in critical situations
- Projects a professional image
- Excellent organizational and time management skills
- Ability to prioritize workload
- Ability to work independently or with a minimum of supervision
- Familiar with district procedures and general forms
- Knowledge and skills relative to traditional and new pedagogical theories, applications, and processes which relate to effective teaching across the disciplines.
- Knowledge in effective teaching strategies, peer coaching and mentoring skills
- Strong communication, public relations, and interpersonal skills
- Ability to evaluate instructional program and teaching effectiveness

**Experience:**

- Five years of classroom teaching experience
- Missouri Teaching Certification (required)

**Education:**

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**



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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***