

SOUTH SIOUX CITY COMMUNITY SCHOOLS

LEAD TEACHER/DEAN OF STUDENTS

Reports to:	Building Principal
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	Days according to school calendar as approved by board policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

The Dean of Students administers the student conduct code and promotes an effective learning environment. Promotes close working relationships with parents, students, and staff. Keeps the principal informed about emerging issues.

PERFORMANCE RESPONSIBILITIES

- Counsels students to acknowledge and manage responsible personal conduct.
- Helps resolve problems that impede student learning and/or participation in school activities.
- Supports a full range of educational options. Works with student assistance teams (SAT). Participates in parent conferences and IEP meetings as requested.
- Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Serve as a resource to staff dealing with classroom management issues.
- Coordinate alternative education placement for students.
- Assist in developing programs to promote positive student behavior as well as intervention strategies.
- Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Performs other specific job-related duties as directed

EDUCATION AND/OR EXPERIENCE

- MA Degree; Valid Nebraska teaching and/or administrative license.
- Three years successful teaching or prior job related experience with increasing levels of responsibilities in school setting.
- Training in behavioral management techniques.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of Nebraska Department of Education rules.
- Requires demonstration of strong leadership skills to support student programming as well as staff needs.
- Problem solving skills to support student programming as well as staff needs.
- Service-related people skills.
- Organizational skills to balance demands of a multi-tasking position.

Physical Requirements
Lead Teacher/Dean of Students

E = Essential
 NE = Non-Essential

	Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent – between 34% - 66%, E	Continuous -- over 66% of time E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing		X			
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			
9. Reaching forward		X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job			X		
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16. Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds		X			
24. 51 to 75 pounds		X			
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds		X			
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

