

**PUEBLO SCHOOL DISTRICT 60**  
**CERTIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Dean of Students  
**Prepared Date:** 8/1/2018  
**Revised Date:** 8/1/2024  
**Work Year:** 175 days  
**Department:** Learning Services  
**Reports To:** School Principal  
**Salary Range:** Teacher Salary Schedule  
**Benefits:** Fringe Benefits based on PEA Negotiated Agreement  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Dean of Students is to assist the principal by contributing to and communicating a vision and focused plan for improving student achievement and student behavior; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for students. In addition, the Dean is charged with building strong partnerships with families and community, creating a safe, supportive school climate, and effectively managing operational, technical, and staff issues to promote instructional progress.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Valid Colorado Teaching License within 60 days from date of hire
- Valid Colorado Principal License within 60 days from date of hire
- Three (3) years of successful years of teaching experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous administrative experience
- Experience in a Title I or low income setting
- Master's degree in Education

**SKILLS AND KNOWLEDGE:**

- Knowledge of positive behavioral interventions and support
- Knowledge of creating and implementing student behavior expectations
- Knowledge of conflict resolution strategies
- Ability to build positive relationships with students, staff, parents, and community
- Strong commitment to system change and strong evidence of being a "team player"
- Ability to report to work on a regular and punctual basis
- Ability to be flexible

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist the Principal in providing instructional leadership to the school
- Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal in the absence of the Principal or other school administrators as assigned
- Supervise and evaluate the performance of designated certified and/or classified personnel; assign duties to staff as appropriate to meet school objectives; participate in formal and informal visitations and observations; provide recommendations and suggestions for improvement as appropriate; assist with the recruiting, interviewing, and selection of new staff
- Assist in the development, implementation, and evaluation of intervention programs that

address the needs of at-risk students

- Develop and administer student disciplinary procedures in accordance with district policies and state law; receive referrals and confer with students, parents, teachers, community agencies, and law enforcement; respond to and resolve parent, student, and staff concerns and complaints
- Serve as a resource to staff in dealing with classroom management issues
- Supervise students on campus before and after school; monitor students during lunch, recess, passing periods, and other activities; instruct students in appropriate behavior
- Monitor and organize attendance functions; prepare letters, call parents, and attend meetings, as needed, regarding absent or tardy students; provide leadership for attendance improvement efforts
- Participate as needed in appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc.)
- Communicate daily with students, parents, and teachers regarding attendance and discipline matters
- Work with the principal to establish a safe and secure learning environment for students. Develop plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; update the school safety plan
- Participate in administrative meetings and training to improve administrative skills; maintain current knowledge of District’s adopted curriculum
- Cover classes when a teacher is absent and a substitute is not found, providing direct instruction to students in classroom setting as assigned

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by Building Administrators

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8.5 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	

Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting/Carrying Maximum weight: 40 lbs.			X		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions;