



POSITION TITLE: Dean of Students

EMPLOYMENT STATUS: Supplemental

Location/Campus: Multiple Labs

Reporting Agency: STRS

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Bachelor's Degree and appropriate coursework in content area to be taught
2. Ohio Department of Education licensure as a teacher in a specific field and grade band.
3. Submission of professional application materials.
4. Prior experience working with students preferred

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the school district; other terms and conditions of employment as per the School Board policies and procedures.

SALARY: Based on salary schedule and/or commensurate with experience and education.

DESCRIPTION: Assist the Principal in directing and coordinating the educational, administrative, and behavioral issues at GOAL Digital Academy.

POSITION RESPONSIBILITIES:

Essential Functions:

1. Upholds the district's student conduct code.
2. Develops and/or updates administrative procedures to comply with legal mandates. Helps update and distribute student/parent and teacher handbooks.
3. Upholds board policies and follows administrative procedures.
4. Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
5. Investigates student attendance and conduct concerns. Helps parents and students understand attendance and behavioral requirements.
6. Counsels students to acknowledge and manage responsible personal conduct. Helps resolve problems that impede student learning and/or participation in school activities.



7. Investigates hardship, neglect, and suspected child abuse cases. Initiates referrals to community resources (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.). Serves as the primary contact for county authorities.
8. Supports a full range of educational options. Works with intervention assistance teams (SAP and PBIS).
9. Helps supervise student activities as directed
10. Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
11. Helps supervise the collection, entry, and verification of educational information in SAS.
12. Respects personal privacy. Maintains the confidentiality of privileged information.
13. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
14. Encourages parent organizations. Supports and participates in school and student activities as time permits.
15. Participates in professional growth opportunities.
16. Accepts personal responsibility for decisions and conduct.
17. Strives to develop rapport and serve as a positive role model for others.
18. Performs other specific job-related duties as directed.

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of high quality blended and online teaching structure and delivery
- Knowledge of FERPA and HIPPA
- Knowledge of Ohio's Academic Content Standards
- Knowledge of current testing programs and state mandated assessment tools
- Knowledge of current educational issues and best practices
- Knowledge of community agencies that can support students and families
- Knowledge of pedagogy to teach problem solving processes and creative thinking skills
- Knowledge of trauma informed approaches to learning and discipline
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to maintain accurate student records



- Ability to, plan strategies, and activities to meet individual needs of students
- Ability to read and understand state and STARS data to evaluate student's progress
- Ability to analyze and interpret assessment data within each assigned course
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, their families, co-workers, administrators, and the public
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described 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.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices.

The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections.

The employee may be required to deal with students with behavioral risks.

This position may require attendance at meetings outside of regular work hours (e.g. early morning, after school).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.



ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at GOAL Digital Academy.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee is responsible for familiarizing him/herself with the GOAL Digital Academy Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job.

Employee Signature/Date

Supervisor Signature/Date

