

**Mt. Diablo Unified School District**  
**DEAN OF STUDENTS**

*Pilot for the 2018-19 School Year with an option to revisit for 2019 and beyond*

RESPONSIBLE TO:	School Principal
LOCATION:	High School/Alternative Education
DESCRIPTION OF RESPONSIBILITIES:	<p>The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the principal, counselor, nurse, staff, students and parents towards a positive school climate.</p> <p>Under the general supervision of the Principal, the Dean of Students is responsible for:</p> <ul style="list-style-type: none"><li>• The identification of intervention and case management of students demonstrating mild to critical at-risk behaviors</li><li>• Instituting and maintaining liaison activities for parents, police, probation, medical and mental health agencies</li><li>• General student discipline, behavior and attendance</li><li>• Campus security and supervision of campus supervisors</li><li>• Student activities supervision</li><li>• Transportation and traffic control supervision</li><li>• Identify and implement strategies to decrease chronic absenteeism</li><li>• Communication with parents regarding discipline and attendance</li></ul>
QUALIFICATIONS	
Minimum:	<ul style="list-style-type: none"><li>a) Bachelors' Degree</li><li>b) Valid California teaching credential</li><li>c) Possession of Administrative Services or Administrative Internship Credential</li><li>d) Three years of successful teaching at the secondary level</li><li>e) Ability to relate well with staff and students</li><li>f) Ability to make decisions and take action when situations require such</li></ul>
Desirable:	<ul style="list-style-type: none"><li>a) Counseling, crisis/intervention training and experience with adolescents</li><li>b) Experience supervising students</li><li>c) Programmatic work/Single Plan for Student Achievement/Safety Plan/School Climate, etc.</li></ul>
PHYSICAL DEMANDS/ WORKING CONDITIONS:	<ul style="list-style-type: none"><li>• Physical stamina to stand, reach, bend, lift, kneel and squat</li><li>• The ability to lift up to 20 pounds</li></ul>
LENGTH OF ASSIGNMENT:	This is a Pilot Program for the 2018-19 School Year with up to ten additional days; regular school hours. Data to support revisiting this position will be required. Some Afternoon and/or Evening Supervision

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent of the position. Incumbent may be required to perform other job related tasks as assigned other than those specifically presented in the description. The Dean of Students will not evaluate certificated staff.

DMA – Range 14 – 195 Days