



CHARTER SCHOOL DEAN OF STUDENTS

Class Code:
CHS120015

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: May 1, 2020

SALARY RANGE

\$18.56 - \$24.18 Hourly
\$38,598.64 - \$50,294.00 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Principal or Superintendent, the Dean of Students provides supervisory support in overall student management and dealing with student attendance issues. Other administrative needs and processes may also be assigned as required. Position requires a high level of independent judgment and discretion.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Manage student supervision issues and enforce school behavioral expectations.
- Counsel students and parents about school and district policies.
- Assist staff and parents in developing student behavioral expectations.
- Serves as a resource to staff in dealing with classroom management issues.
- Assist in planning, developing and implementing of individual student behavior plans.
- Assist in developing programs to promote positive student behavior.
- Coordinate alternative education placement for students. (ALC)
- Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.
- Assist in the writing of grants that are related to student management.
- Develop appropriate drug and alcohol intervention and interdiction strategies.
- Assist in monitoring and supervision of school facilities.
- Provide supervision at extra-curricular and athletic events.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Eligible for or hold a valid teaching certificate with coverage in appropriate area of responsibility or other qualifications as the Board may find appropriate or acceptable.
- Three (3) years successful teaching experience or prior job related experience with increasing levels of responsibilities in school setting required.
- Administrative license preferred.

- Verbal and interpersonal skills.
- Bilingual skills are encouraged.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Has working knowledge of disciplinary procedures.
- Has general knowledge of report and record keeping principles and techniques.
- Has general knowledge of business mathematics.
- Is skilled in both written and oral communications for effective expression and clarity.
- Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.
- Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.
- Ability to organize and review work for efficient results and accuracy.
- Is able to issue and follow oral and written instructions.
- All other duties as assigned.

REPORTS TO: Principal or designated Administrator

EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	30%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	20%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%

Grasping	Applying pressure to an object with the fingers and palm.	40%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	30%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	40%
Standing	Particularly for sustained periods of time.	30%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	20%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	50%
Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.		



Charter School Dean of Students

Class Code:
CHS120015

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Apr 8, 2009
Revision Date: May 14, 2014

SALARY RANGE

\$38,598.64 - \$43,793.23 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Principal or Superintendent, the Dean of Students provides supervisory support in overall student management and dealing with student attendance issues. Other administrative needs and processes may also be assigned as required. Position requires a high level of independent judgment and discretion.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Manage student supervision issues and enforce school behavioral expectations.

Counsel students and parents about school and district policies.

Assists staff and parents in developing student behavioral expectations.

Assist in the planning, developing and implementing of individual student behavior plans.

Serve as a resource to staff in dealing with classroom management issues.

Assist in developing programs to promote positive student behavior.

Coordinate alternative education placement for students. (ALC)

Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.

Assist in the writing of grants that are related to student management.

Develop appropriate drug and alcohol intervention and interdiction strategies.

Assist in monitoring and supervision of school facilities.

Provide supervision at extra-curricular and athletic events.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree / eligible for or hold a valid Florida teacher certification covering appropriate area of responsibility required or other qualifications as the Board may find appropriate or acceptable. Three years successful teaching experience or prior job related experience with increasing levels of responsibilities in school setting required. Administrative license preferred. Verbal and interpersonal skills required. Bilingual skills encouraged.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has working knowledge of disciplinary procedures.

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.



The School District of Lee County

Job Description

JOB TITLE: Dean, Student Discipline

FLSA STATUS:	Exempt	PAY GRADE:	Instructional
SALARY SCHEDULE:	Instructional	JOB CODE:	301520
BARGAINING UNIT:	TALC	DAYS PER YEAR:	196
WORKER'S COMP CATEGORY:	8868 - School Professionals		

MAJOR FUNCTION:

Enforce and apply the School Board's policies regarding student discipline and attendance within the school. Assist the Principal in protecting the health and welfare of students and in maintaining a healthy and safe environment for students and staff.

MINIMUM QUALIFICATIONS:

- Master's degree or higher preferred.
- Valid Florida teaching certificate.
- Educational leadership or administration and supervision certification preferred.
- Three (3) years of Highly Effective/Effective teaching experience.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to define problems, analyze data, establish facts, and draw valid conclusions in conducting investigative work.
- Ability to interpret, explain, and administer District and School Board policies, administrative procedures, and state law.
- Ability to respond effectively to inquiries or complaints from stakeholders, community members, and outside agencies.
- Ability to maintain a professional demeanor during stressful situations.
- Oral and written communication skills.
- Analytical skills and the ability to use data-driven decision making to implement effective programs.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.
- Knowledge of laws/regulations related to student privacy and due process.
- Ability to write reports, correspondence, and operational/instructional procedures and effectively present controversial or complex information to stakeholders.

REPORTS TO: Principal or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Assist with protecting the health and welfare of students.



The School District of Lee County

Job Description

- Maintain a healthy and safe environment for students and staff.
- Maintain fair, reasonable, and consistent student discipline within the school.
- Assist students in establishing high standards of conduct and provide recommendations for conflict resolution.
- Assist with the implementation of programs related to the Student Code of Conduct consistent with Florida Statutes, School Board Policy, and established procedures.
- Assist with the implementation of programs related to attendance consistent with Florida Statutes, School Board Policy, and established procedures.
- Investigate, adjudicate, and monitor infractions of the Student Code of Conduct in a fair and just manner in accordance with School Board Policy and due process, including student complaints.
- Interview students, witnesses, parents/guardians, and staff as part of attendance and disciplinary investigations
- Schedule and conduct conferences with parents/guardians and teachers related to attendance and discipline issues.
- Report illegal acts to the appropriate administrators or outside authorities.
- Present the school's case in due process proceedings for suspensions and expulsions.
- Suspend students from school in accordance with Board policy and state law.
- Readmit students upon completion of out-of-school suspensions and facilitate re-entry meetings between students and teachers.
- Monitor progressive discipline data involving detentions, classroom referrals, Saturday detentions, and in-school suspensions.
- Assist in the development of alternative interventions for chronic attendance and discipline issues.
- Assist in the revision of policy for students to address chronic attendance and discipline issues and other identified at-risk factors.
- Monitor eligibility status of student participation in school-sponsored activities and athletics relative to discipline and attendance.
- Maintain disciplinary records in a manner consistent with Board policy, state law, or other best practices, including the use of the Florida Department of Education's School Environmental Safety Incident Reporting System (SESIR).
- Serve as a liaison and confer with parents/guardians, teachers, counselors, student services staff, students, child welfare agencies, law enforcement agencies, and the judicial system on matters of student discipline, welfare, and Behavior Intervention Plans (BIPs).
- Make referrals for student evaluation with other professional staff in the District, as needed.
- Work collaboratively with Academic Services, Student Services, and School Resource Officers to make recommendations for appropriate revisions of programs, policies, and procedures affecting students' lives in school.
- Assist in the implementation and interpretation of program requirements, policies, and procedures affecting students' lives in school.
- Remain current on the latest pedagogical studies relating to discipline, restorative justice, and programming for alternative education.



The School District of Lee County

Job Description

- Assist with professional development relative to the Student Code of Conduct and discipline or attendance related issues.
- Serve on the Multi-Tier System of Supports (MTSS) Committee.
- Make periodic tours of the campus to ensure that school and District policies are being enforced.
- Assist District leadership in developing programs to support compliance with Board policies relative to school-related crimes, threats of violence, teen dating violence or abuse, harassment, discrimination, bullying, hazing, and inclusion.
- Adhere to the Principles of Professional Conduct for the Education Profession in Florida.
- Maintain high visibility at school and in the community and regularly engage stakeholders in the work of the school.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	30%



The School District of Lee County

Job Description

<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	20%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	40%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	30%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	40%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	30%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	20%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	50%



The School District of Lee County

Job Description

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

JDE NUMBER: D-1.11

BOARD ADOPTION: 7-31-18

REVISIONS: 12-11-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.