



Dean Of Students Job Description

Job Title: Dean of Students Job Description

Reports to: Principal

School Year: 2025-2026

Position Overview:

The Dean of Students will be responsible for overseeing the well-being, discipline, and academic success of students within the school. This role involves fostering a positive, safe, and supportive school environment while ensuring that students adhere to the school's policies and codes of conduct. The Dean of Students will work closely with teachers, administrators, and parents to address student concerns, develop behavioral improvement strategies, and implement initiatives that promote a strong school culture. The ideal candidate will be a compassionate, solutions-oriented leader with a passion for student success and a commitment to fostering an inclusive and supportive school community.

Key Responsibilities:

Student Support & Well-being:

- Serve as the primary point of contact for students' social, emotional, and behavioral needs, providing guidance and support as necessary.
- Implement programs to address student mental health and well-being, working closely with counselors and outside organizations when appropriate.
- Foster positive relationships with students, helping them navigate academic and personal challenges while promoting growth and responsibility.
- Ensure a safe and respectful school environment by addressing student conflicts, bullying, and other issues that impact student life.

Discipline & Behavioral Management:

- Develop and implement consistent behavior management policies that promote a respectful and productive school environment.
- Administer disciplinary actions according to school policies and in collaboration with other administrators, teachers, and staff.
- Work proactively to prevent disciplinary issues by promoting positive behavior and conflict resolution through student-centered approaches.
- Hold regular meetings with students who have been referred for behavioral concerns and assist them in understanding and addressing the root causes of their actions.

Academic Monitoring & Intervention:

- Monitor students' academic progress and intervene as needed to support students at risk of academic failure, including organizing academic support services and study programs.
- Collaborate with teachers to address specific academic challenges, ensuring that students have access to the necessary resources to succeed.
- Advocate for students' needs within the school community, ensuring that any academic accommodations or modifications are implemented.
- Assist in the creation of personalized academic improvement plans for students who need additional support.



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Leadership and Management:

- Provide visionary leadership for the school, setting high expectations for student success and creating a culture of continuous improvement.
- Supervise and evaluate staff responsible for student support services.
- Mentor and coach staff to develop their skills and knowledge in supporting students.
- Develop and implement data-driven plans to monitor student progress and identify areas for improvement.
- Represent the school at community events, advocating for student needs and promoting the school's mission.

Investigation and Facilitation:

- Follow established school and district protocols for conducting investigations. This may involve interviewing witnesses, reviewing evidence, and consulting with legal counsel or other experts.
- Investigate student conduct issues, such as cheating, vandalism, drug possession...etc.
- Ensure confidentiality for all parties involved while upholding fair and impartial procedures for all.
- Facilitate mediation between involved parties to seek a mutually agreeable resolution when appropriate.
- Maintain accurate and detailed records of the investigation process and its findings.
- Inform the appropriate school administrators and authorities about the investigation findings and recommended actions. This may include reporting to law enforcement in cases of criminal activity.
- Communicate with parents and students involved, providing updates and information about the investigation and its outcomes.
- Collaborate with school staff and stakeholders to develop and implement prevention strategies and training programs to address bullying, Title IX violations, and other concerns.

Parent and Staff Communication:

- Communicate regularly with parents regarding their children's behavior, academic performance, and overall well-being, fostering a collaborative relationship between school and home.
- Conduct parent conferences and meetings to discuss student progress and address concerns.
- Work closely with teachers, administrators, and counselors to ensure a coordinated approach to student support and discipline.
- Lead professional development for staff regarding student behavior management, conflict resolution, and fostering an inclusive environment.

School Culture & Student Engagement:

- Promote a positive school culture by developing and implementing programs that celebrate student achievement, diversity, and inclusivity.



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- Lead initiatives that encourage student engagement in extracurricular activities, leadership opportunities, and community service projects.
- Advocate for the voice of students within the school community, ensuring that students feel heard and valued.
- Organize and participate in school-wide events, assemblies, and activities that build school spirit and unity.

Crisis Management & Safety:

- Take the lead in managing and responding to student crises, including emergencies, bullying incidents, and behavioral outbursts.
- Collaborate with school leadership, counselors, and law enforcement when necessary to address serious incidents involving students.
- Ensure that safety protocols are followed and work proactively to create a culture of safety and respect within the school.
- Partner with the Principal and other administrators to create a safe and secure learning environment for all students.
- Oversee the development and implementation of emergency preparedness plans and procedures.
- Partner with the Principal to ensure adequate coverage at all school events requiring supervision.
- Collaborate with law enforcement and community partners to address safety concerns.
- Supervise students during transitions and extracurricular activities.
- Collaborate with the Principal in developing and implementing practices that promote campus control and security.
- Patrol buildings and grounds in conjunction with other staff members.
- Ensure compliance with all relevant safety regulations and policies.

Data Tracking & Reporting:

- Maintain accurate records of student behavior, disciplinary actions, and academic progress.
- Analyze school data related to student behavior, attendance, and academic performance to identify trends and areas for improvement.
- Provide regular reports to school leadership regarding student trends, interventions, and the overall school climate.

Professional Development & Leadership:

- Participate in ongoing professional development opportunities to stay updated on best practices in student management, behavior, and educational leadership.
- Provide mentorship and leadership to junior staff members and teachers in implementing student support strategies.
- Serve as a role model for professionalism, ethical behavior, and a commitment to student success.

Compliance & Policy Adherence:



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- Uphold school policies regarding student rights, confidentiality, and discipline, ensuring that all actions align with the school's mission and vision.
- Participate in the development and revision of school policies as needed to enhance student outcomes and school culture.

Work Values:

- Be considerate of others' needs and feelings, understanding and supportive.
- Be open to criticism and stay calm and effective in high-stress situations.
- Be honest and ethical.
- Maintain composure, keep emotions in check, and avoid anger, and hostile behavior in the most challenging situations.
- Be open to change (positive or negative) and to significant variation in the workplace.
- Be friendly with others on the job and display a decent-natured, collaborative attitude.
- Be reliable, responsible, dependable, and fulfilling obligations.
- Facilitate positive transformation and human-to-human connection.
- Demonstrate self-Reflection and awareness.
- Display multicultural competency and adopt a multicultural worldview.

Knowledge:

- Strong understanding of child development, adolescent psychology, and learning theories.
- In-depth knowledge of school discipline policies, district regulations, and relevant state and federal laws relating to students.
- Skills in interpreting student data, analyzing trends, and using data to inform decision-making.
- Proficiency in educational technology tools and platforms used for communication, record-keeping, and resource management.

Skills:

- Excellent written and verbal communication skills for interacting with students, parents, staff, and the community.
- Skilled in mediating conflicts, facilitating productive conversations, and finding mutually agreeable solutions.
- Adept at building strong relationships and collaborating effectively with diverse stakeholders.
- Ability to critically analyze situations, identify root causes, and develop effective solutions.
- Strong judgment and ability to make sound decisions often under pressure and with limited information.
- Excellent organizational skills and ability to prioritize tasks effectively within a fast-paced environment.

Abilities:

- Ability to inspire and motivate others, set clear expectations, and delegate tasks effectively.



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- Skilled at understanding and responding to the needs and emotions of students, parents, and staff.
- Ability to appreciate and respect diverse cultures, backgrounds, and experiences.
- Ability to adjust to changing situations and be open to new ideas and approaches.
- Ability to handle demanding situations with composure and maintain emotional well-being.
- Ability to develop new solutions and programs to meet the evolving needs of students

PHYSICAL REQUIREMENTS:

- Ability to walk, sit, and stand for extended periods throughout the day, navigating various school environments (classrooms, hallways, etc.).
- Ability to clearly and effectively communicate (talk, listen, and ask questions) with students, staff, and parents in a professional and respectful manner. This includes the ability to convey (express) detailed or important spoken instructions accurately and appropriately.
- Ability to perceive speech and other environmental sounds at normal loudness levels in order to effectively communicate, receive instructions, and maintain safety awareness.
- Ability to see clearly at a distance sufficient to read numbers and text, operate equipment, and inspect materials necessary for the job duties.
- May require climbing stairs or accessing elevated areas for inspections or supervision.
- Ability to participate in physical activities with students during events or recess (optional but encouraged).
- Ability to operate a computer and other office equipment efficiently.
- Fine motor skills for writing, signing documents, and manipulating materials.
- Ability to read and review documents clearly.
- Ability to bend, kneel, or crouch may be required in certain situations, such as assisting students or observing classroom activities.
- Ability to observe and monitor student activity effectively.
- Ability to understand verbal communication in various settings (meetings, classrooms, etc.).

Qualifications:

- Bachelor's degree in Education, Psychology, Social Work, or a related field (Master's degree preferred).
- Valid teaching or administrative certification, as required by state regulations.
- Minimum of 3-5 years of experience in a school setting, preferably in a student support or leadership role.
- Strong understanding of student behavior management, conflict resolution, and counseling strategies.
- Experience in developing and implementing student programs and initiatives to enhance school culture.
- Excellent communication, interpersonal, and problem-solving skills.



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- Ability to work collaboratively with students, parents, staff, and the broader community.
- Strong organizational skills and the ability to manage multiple priorities effectively.

Preferred Qualifications:

- Experience with restorative justice practices or other student-centered disciplinary models.
- Knowledge of student mental health resources and how to integrate them into student support strategies.
- Fluency in additional languages (Spanish, etc.) is a plus, to facilitate communication with a diverse student body.

Equal Employment Opportunity

TPA is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all qualified individuals, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We ensure that all employment decisions are made without discrimination. For additional information regarding your rights as an applicant, please refer to the U.S. Equal Employment Opportunity Commission poster.

Conviction History Background Check

This position requires fingerprinting and a background check due to the nature of the responsibilities. TPA is an equal opportunity employer and considers applicants with conviction histories. We review all background information within the context of the job requirements. Employment may be contingent upon the successful completion of the background check.

Misconduct Disclosure Requirement

As part of the employment process, the final candidate who accepts a conditional offer of employment will be required to disclose any final administrative or judicial decisions within the past seven years that found them responsible for misconduct. Additionally, candidates must disclose if they have received notice of allegations or are currently under investigation in any administrative or disciplinary proceedings involving misconduct, or if they left a previous position while under investigation or after receiving notice of such allegations.

"Misconduct" is defined as any violation of workplace policies or laws, including but not limited to sexual harassment, sexual assault, other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the applicant's previous employer. For reference, our institution adheres to policies that address these behaviors.

Job Description Disclaimer:

This job description is intended to provide a general overview of the responsibilities and qualifications for the Dean of Students role. It is not an exhaustive list of all duties and may change at any time, with or without notice.