

JOB TITLE: TOSA, HIGH SCHOOL DEAN OF STUDENTS
REPORTS TO: HIGH SCHOOL PRINCIPAL
WORK YEAR: 190 days

JOB SUMMARY:

Serve as a resource to staff and parents in developing behavior and/or attendance expectations for students, provide innovative and courageous support to the building administrators in developing and maintaining a focused plan for improving student achievement within a comprehensive educational environment.

LEADERSHIP QUALITIES:

- Committed to the pursuit of excellence: Demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a leader.
- Committed to providing innovation and leadership towards reaching extraordinary results in a comprehensive educational environment.
- Engaging change agent striving for exceptional results in student performance.
- Personal and professional honesty and integrity with strong ethical and moral standards.
- Visible in the school and active in the Sherwood community.
- Strong interpersonal skills – a team builder and a team player.
- Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions.
- Strong supporter of all staff and students.
- A strong work ethic.
- A desire to develop leadership and administrative skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Manage student supervision issues and enforce school behavioral expectations.
- While consulting with the school administrators, issue consequences for students who do not follow expectations.
- Counsel students and parents about school and district policies.
- Assist staff and parents in developing student behavioral expectations.
- Act as a resource, advocate and support for all school staff and students.
- Assist in developing/monitoring programs to promote positive student behavior as well as intervention strategies.
- Oversee matters of student attendance; make recommendations for resolution of chronic attendance problems.
- Work and coordinate with truancy officials and the Student Resource Officer.
- Serve as an important member of the building SST and Student Support teams designing and supporting intervention strategies in support of student and teacher success.
- Assist in supervision of students during co-curricular and extra-curricular activities, inclusive of evening events.
- Maintain accurate records.
- Communicate with parents regarding behavior issues with their child.
- Work with community and governmental agencies in regard to problems relating to drug and alcohol abuse, truancy, homelessness, mental health initiatives and other social issues.

- Collect and analyzes data, assess needs, evaluate student progress, and plan strategically to improve student behavior and achievement.
- Work directly with teachers providing classroom demonstrations, collaboration, and one-on-one support to implement effective instruction.
- Follow, support and implement Sherwood School District policies and procedures.
- Serve as a collaborative team player with staff, coworkers and supervisors.
- Perform other duties as needed.

MINIMUM QUALIFICATIONS:

- A current Oregon teaching license
- Five years of teaching experience, with increasing levels of responsibilities in a school setting
- Knowledge of adolescents
- Knowledge of attendance and discipline procedures, building and school policies
- Ability to maintain confidentiality of schools, teachers and students
- Effective communication, collaboration and interpersonal skills
- Ability to make independent judgments.
- Ability to develop relationships with others by listening, understanding and reserving judgment
- Ability to model characteristics of a reflective professional who monitors and evaluates one's own professional activities with the goal of continual growth and development
- Knowledge of best practices and Oregon law relating to student behavior
- Knowledge of state and national standards
- Knowledge of reading, writing, literacy development and math
- Knowledge of best practices relating to assessment
- Experience in monitoring and supervising students in the educational setting
- Experience in analyzing data to plan for instruction
- Cultural sensitivity and awareness
- Ability to support teachers in development of student management protocols
- Ability to design and deliver quality professional development
- Experience modeling and observing classroom instruction; providing feedback to teachers

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of members of the Sherwood Education Association.

PHYSICAL REQUIREMENTS:

Ability to perform the requirements of this job description and the assigned duties with or without reasonable accommodation. Within a typical workday, the employee may be required to perform any combination of the following:

In an eight-hour day, the employee may:

- Stand/walk 1-2 hours
- Sit 4-8 hours
- Use voice 7-8 hours
- Utilize computer 2-8 hours

The employee may on a daily basis:

- Bend, kneel, squat, reach
- Climb stairs

- Use hands for repetitive motions, including single grasping, fine manipulation, and pushing/pulling a maximum of 40 pounds
- Drive between District facilities for meetings

WORKING CONDITIONS:

The employee works with groups of staff and students, and on a one-on-one basis. The working conditions are that of a typical office atmosphere and/or school building.

Regular travel between District buildings is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may occasionally perform work beyond a standard 40-hour work week when work-load requires.

The work environment varies and includes standard office, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate.

The District complies with the Americans with Disabilities Act by providing reasonable accommodations, as necessary, to allow disabled applicants and employees to perform the essential functions of this job.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.