

SAUVIE ISLAND SCHOOL

JOB DESCRIPTION

TITLE: (TOSA) Dean of Students & Curriculum, K-8

BASIC FUNCTIONS:

Under the direction of the Executive Director, the Dean of Students & Curriculum, K-8 works with students, families, and staff providing support at school and in the classroom. In addition, the Dean of Students & Curriculum provides the school and staff with curriculum support, professional development and serves as an instructional leader in collaboration with the Executive Director in the planning, coordination, and administration of curriculum, instruction, assessment.

DUTIES AND RESPONSIBILITIES:

Students:

- Manage student supervision issues and enforce school behavioral expectations.
- Counsel students and parents about school expectations and policies.
- Assists staff and parents in developing student behavioral expectations.
- Assist in the planning, development, 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 as well as intervention strategies.
- Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.
- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Supervises students as necessary: before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Participates as needed IEP meetings and oversees Collaborative Support Team (CST).
- Reviews, updates, inputs and maintains SWIS data
- Assists with school events and activities
- Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
- Works with the Director to establish a safe and secure learning environment for students.
- Prepares and maintains a variety of district, state, and federal records and reports as needed
- Performs a variety of administrative duties to assist the Executive Director in managing the school; assumes the duties of the Director in the absence of the Director and as assigned.

Curriculum:

- Assists the Director in providing instructional leadership to the school to inform academic program at school, including the development of Place-based curriculum, and blended Storyline curriculum
- Work with Director to drive professional development framework and focus at school
- Support grade-level teams in development of curriculum maps and scope & sequence
- Participates in informal classroom visitations and observations; provides coaching recommendations and suggestions for improvement as appropriate.
- Work with staff to identify needed skills/techniques and provides feedback to strengthen skills and teaching techniques
- Model classroom lessons and teaching practices for classroom teachers
- Facilitate and/or support PLCs, grade-level and other team meetings
- Work with Director to identify needed materials and resources (i.e. curricular materials, software programs, etc.)

- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the school's adopted curriculum.
- Maintain, review and update SIS Report Cards, through the ALMA System
- Participates in interview process and provides input in the hiring of personnel.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models school standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Applies knowledge of school law and school policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Builds relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning environment.

ESSENTIAL REQUIREMENTS:

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

- Willingness to operate according to policies and procedures
- Ability to investigate situations involving students and take preventative or corrective actions
- Ability to maintain confidentiality

EDUCATION AND EXPERIENCE:

- Holds a valid Oregon Elementary/Secondary teaching license to serve as a TOSA (Teacher on Special Assignment).
- Masters in Teaching or Education
- Degree in Curriculum and Instruction
- Deep understanding of curriculum development and methods of assessment
- Minimum of five years of classroom teaching experience.

DESIRABLE QUALIFICATIONS:

- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Has a positive attitude; demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result

- Strong communication and organizational skills.

PHYSICAL DEMANDS:

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Communicate so others will be able to clearly understand normal conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to observe students.
- Able to return to a task after interruption.
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In an eight hour day the employee may:
 - a. Stand/walk 3 – 6 hours
 - b. Sit 2 – 4 hours
2. The Counselor/CDS may occasionally:
 - a. Bend, kneel, squat
 - b. Climb stairs or ladders
 - c. Use hands for repetitive motions
 - d. Lift and hold up to forty pounds
3. Noise level maybe quiet to moderately loud

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
 requirements of this job description.

Employee Signature _____ Date _____

Employee Name (Print) _____