



Job Title: Dean, Student Discipline

Salary Schedule: Instructional

Pay Grade: Instructional

Job Code: 301520

JDE: D-1.11

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:

- Bachelor's degree from an accredited institution; Master's degree preferred.
- Valid Florida teaching certificate.
- Educational leadership or administration and supervision certification preferred.
- Three (3) years of Highly Effective/Effective teaching experience.
- Proven experience successfully managing business/department functions and staff preferred.
- Industry certification preferred.
- Lean Six Sigma Certification preferred.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and concise oral and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of and the ability to interpret and enforce pertinent regulations, policies, and procedures for the functional area of assignment, including student privacy and due process.
- Knowledge of and experience using multiple project management tools and methodologies.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- 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.
- Ability to use data-driven decision making to implement effective programs.
- Ability to 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.
- 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.



Job Title: Dean, Student Discipline

Salary Schedule: Instructional

Pay Grade: Instructional

Job Code: 301520

JDE: D-1.11

- 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.
- 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.

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%
<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,	80%



Job Title: Dean, Student Discipline

Salary Schedule: Instructional

Pay Grade: Instructional

Job Code: 301520

JDE: D-1.11

	particularly that of fingertips.	
<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%

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

DAYS PER YEAR: 196

FLSA STATUS: Exempt

BARGAINING UNIT: TALC

WORKER'S COMP. CATEGORY: 8868 – School Professionals

BOARD ADOPTION: 7-31-18

REVISED: 12-11-18, 1-26-21

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.