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| Job Title: | Dean of Students |
| Department: | School Administration |
| Reports To: | Site Administrator |
| Compensation: | Teachers' salary schedule + additional days + stipend |
| Number of Days: | Teacher schedule + 10 additional days for high school or + 5 additional days for middle school / junior high |
| Overtime Status: | Exempt |
| Last Revised Date: | September 4, 2019 |

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The dean of students leads the school's efforts to create a positive, structured, achievement oriented, and disciplined school culture that supports the Tulsa Public Schools' Vision for Learning. The dean of students oversees behavioral supports for students and serves as a main school contact for parents and guardians. A successful dean of students is passionate about supporting our students, and proactively strives to develop

productive relationships with all member of the school community, including teachers, students and families.

Minimum Qualifications:

Education:

- Must have or be pursuing a Masters' degree

Specialized Knowledge, Licenses, etc.:

- Oklahoma teaching certificate
- Eighteen (18) semester hours of graduate preparation in guidance and counseling as required by the North Central Association
- Certificate in guidance and counseling issued by the Oklahoma State Department of Education

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Leader of school culture and climate
- Engage teachers in “norming” of student and staff procedures and routines, with consistent monitoring of implementation
- Provide and/or support professional development for teachers in classroom management and culturally responsive engagement strategies
- Support the implementation of signature SEL strategies in classrooms
- Observe classroom instruction and provide informal feedback to teachers in support of developing a culture of learning for all students
- Conduct weekly meetings with teachers to assess effectiveness of classroom management and student engagement strategies
- Manage log entries of student discipline and maintain consistent documentation of student behavior in collaboration with teachers
- Conduct parent conferences in response to student discipline referrals
- Confer with the site-based student support team (counselor, mental health agency, parent facilitator, academic engagement teacher, attendance clerk, and others as needed)
- Manage and monitor referrals to the mental health agency in collaboration with the school counselor
- Involve teachers in the identification and implementation of appropriate consequences for student misbehavior
- Monitor and provide feedback to teachers in the implementation of student behavior plans
- Facilitate restorative conferences between students, teachers and students, and parents and teachers as appropriate
- Support the implementation of positive behavior supports for students in classrooms as a school unit (student meetings, culture building activities, incentives, student recognition, etc.)
- Identify opportunities for student leadership. Lead the engagement of students in “Leader in Me” as a foundation for developing student leadership skills

- Promotes student involvement in “out of school” time opportunities for students; bike club, etc.
- Responsibilities as assigned by the building principal in support of students
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by a changing environment, tight deadlines and heavy workload
- Be able to sit for long periods of time without a break
- Frequent use of electronic mail
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards
- Primarily require working indoors in environmentally controlled conditions
- Normal effort or occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.