

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

DEAN OF STUDENTS

<u>Supervisor:</u>	Principal
<u>Program:</u>	Middle School
<u>Job Objectives:</u>	Administers the student conduct and monitors compulsory attendance requirements. Promotes an effective learning environment. Promotes close working relationship with parents, students, and staff.

Duties/Responsibilities:

1. Aids high school students with behavioral, mental, emotional, or physical problems.
2. Counsels students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance.
3. Consults with parents, teachers and other school personnel to determine causes of problems and seek solutions.
4. Upholds Little Wound School Policy and Procedure Manual.
5. Attempts to provide opportunities to reinforce positive behavior of parents and teachers that cause or aggravate problems.
6. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, etc.) Intervenes and works with staff to eliminate unacceptable behavior.
7. Recommends change of class or school, special tutoring, or other treatment to remedy problems.
8. Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, doctors and clergy members.
9. Serves as consultant to school personnel regarding students or situations which are not referred to direct service.
10. Works closely with other school counselors and other counseling personnel to coordinate services.
11. Participates in parent/guardian conferences and IEP meetings as requires.
12. Monitors student attendance and conduct concerns. Makes necessary telephone calls, meet with parents, refer truancy cases to proper authorities and take necessary steps to reduce absenteeism. Helps parents/guardians and students understand attendance and behavioral requirements. Prepares a warning letter outlining the consequences of continued truancy and/or misconduct.
13. Helps resolve problems that impede student learning and/or participation in school activities.
14. Prepares and maintains accurate records and maintains the confidentiality of information.
15. Completes all reports as required by supervisor.
16. Maintains confidentiality standards as required.
17. Performs other tasks as assigned by supervisor.
18. Adheres to LWS Policies and Procedures.

QUALIFICATIONS:

1. Bachelor's degree in Social Work or equivalent field. Masters degree preferred.
2. Training in behavioral management techniques.
3. One-year experience required in social work.
4. Knowledge of the Pine Ridge Indian Reservation.
5. Knowledge of the Lakota Culture and Language preferred.
6. Indian preference in employment is a policy of the LWS.
7. Indian preference considered pursuant to P.L. 93-638.
8. Veterans preference is considered by verification of DD-214.
9. Must successfully pass pre-employment screening activities.

Approved: July 20, 2009

