

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT: DEAN OF STUDENTS

QUALIFICATIONS:

1. Hold a valid Florida Educator's Certificate.
2. Certification in Administration and Supervision or Educational Leadership preferred, but not required.
3. Five years successful teaching experience.
4. Any alternative qualifications the Board may find appropriate.

REPORTS TO: Principal

POSITION GOALS

To assist the administrative staff with student discipline and attendance.

PERFORMANCE RESPONSIBILITIES:

1. Assists in maintaining discipline throughout the student body; authorized to administer discipline according to Board policy and the Student Code of Conduct.
2. Works with parents as required in maintaining student discipline.
3. Monitors attendance records and works with students who are frequently absent.
4. Assists with the discipline of students who miss class without permission.
5. Refers severe discipline problems and/or chronic absentee problems to appropriate district personnel or community agencies.
6. Assists in maintaining campus security
7. Coordinates character education programs and activities as assigned by the principal.
8. Attends and monitors extra-curricular activities.
9. Implements and monitors other programs that prevent discipline problems and encourage good citizenship.
10. Promotes parent interaction with school personnel.
11. Abides by all policies of the Walton County School Board.
12. Performs other tasks as assigned.

TERMS OF EMPLOYMENT: 10, 10+1, or 10+2 months as determined by need. Salary based on instructional salary schedule established by the School Board.

EVALUATION: Annual performance evaluation by the principal.