**School Name**

**DEAN OF STUDENTS**

Non-Classroom Assignment, Preparation Salary Table (0706)

(# Position)

Posting Date: XX/XX/20XX

Collaborates with school staff to ensure that standards and practices are aligned to support positive student behavioral outcomes and to maintain appropriate student discipline; and provides behavioral support services to students.

**Primary Duties/Responsibilities:**

* Assists the school administrative team with the implementation of discipline procedures consistent with District and school guidelines by working directly with students to improve outcomes.
* Collaborates with teachers, support staff, and administrators to foster a culture of discipline grounded in positive behavior intervention; while working directly with students and parents/guardians to improve the behavior of the student.
* Works directly with students to assess needed support and refers students to intervention services.
* Supports school and community-based intervention programs.
* Participates in school-wide professional development and attends student behavior support meetings.
* Conducts parent, teacher, and student conferences relating to student discipline.
* Assists the school administrative team to carry out student suspensions, opportunity transfers, and expulsions.
* Works to reduce serious or persistent school or classroom problems, including tardiness and truancy.
* Creates and maintains systems to track discipline data.
* Assists in the supervision of various school and extracurricular activities.
* Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Salary (T) Table; C Basis; 204 paid days**

* Employee observes onsite hours which are to be no less than other teachers at the site
* Employee may accept a coordinating differential, if offered, to extend on-site obligation to 8 hours
* In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
* For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
* Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6520.**

* Permanent certificated employee of the Los Angeles Unified School District.
* Five (5) years of successful full-time public school certificated service as a teacher or elementary/secondary school counselor
* A valid Clear California teaching credential authorizing K-12 service OR Clear California Pupil Personnel Services Credential

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

* Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
* Knowledge of and ability to plan, design, and implement differentiated professional development.
* Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
* Knowledge of the RtI2 framework and the Problem-Solving Model.
* Knowledge and ability to support effective instruction, intervention, and transition support for students with disabilities.
* Knowledge and experience with MyData, ISIS, MiSIS, and other District reporting and tracking systems.
* Skills in analyzing and using data to make instructional and behavioral decisions.
* Ability to use technology and access to data to inform instruction.
* Ability to conduct research and data gathering activities that support staff training.
* Ability to compose and comprehend written communication.
* Ability to work collaboratively with teachers, parents, and administrators.
* Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
* Poise, tact, good judgment, and commitment to the education of all students.

**District Information:**

* **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
* **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**
* **Position may require travel to sites and locations throughout the District.**

*Assignment Limitation: The Non-Classroom Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

Interested applicants must submit the following:

1. Cover letter that describes qualifications for this position and successful experience in the following areas:

* Add supplemental area
* Add supplemental area
* Add supplemental area

1. Current resume (include LAUSD employee number)
2. List of three (3) references that includes your current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

**Submit application materials to:**

School Name

Attn: Name, Job Title

Street Address

City, State, Zip Code

Phone Number

Application materials may be sent electronically to \_\_\_\_\_\_@lausd.net . In the email subject line please indicate the following: “Time Sensitive – **Dean of Students** Application”.

**DEADLINE: Weekday, Month XX, 20XX - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**