

# Springfield Public Schools

## Dean of Students - Part Time - Gateways High School (18-19 L1011)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Dean of Students - Part Time - Gateways High School</b>
<i>Posting ID</i>	<b>18-19 L1011</b>
<i>Description</i>	Springfield Public Schools seeks outstanding candidates for the position of part time (0.5 FTE) Dean of Students at Gateways High School. This position works with the Principal in carrying out the school's academic and behavior programs. As a professional educator, the Dean of Students understands and responds to the challenges presented by today's diverse student population. They provide proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the principal, counselor, staff, students and parents towards a positive school climate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following:

- Serve as a resource for building staff, principal, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept
- Skill in human relations, which demonstrates sensitivity to needs and concerns of others
- Participate or lead development of positive behavior support systems and development of intervention strategies
- Demonstrated ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs
- Coordinate, facilitate and implement disciplinary intervention steps, including PBIS (Positive Behavior Intervention Strategies), and process with staff, working closely with the principal
- Attend and participate in various leadership team meetings and other building meetings as assigned. Must possess the ability to interpret attendance data accurately
- Coordinate, facilitate and implement attendance intervention steps, including but not limited to holding attendance conferences and making home visits; contact students and parents to discuss attendance irregularities; assist with student discipline
- Coordinate implementation of parent involvement as well as school-sponsored events. Assist with school-wide and event supervision
- May oversee school-wide emergency preparedness team meetings and implementation efforts
- Demonstrated ability to communicate orally and in writing with clarity and conciseness
- Motivate students in a positive direction, to help them increase individual decision making responsibilities
- Ability to effectively supervise building classified staff in keeping with the staff member's collective bargaining agreement
- Required to follow Board policies, State and Federal laws, and keep abreast of updates and changes
- Perform other duties as assigned

Successful candidates will possess the following qualifications that support our district vision "*Every Student a Graduate Prepared for a Bright and Successful Future*":

- Demonstrated commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population
- Current Oregon Teaching License from TSPC with a high school endorsement
- Skill and ability to serve as an educational leader including the ability to plan, organize, and facilitate staff meetings, planning processes, and cultural community projects and events
- Strong assessment, analytical and diagnostic skills
- Bilingual Spanish preferred, but not required
- Demonstrate a commitment to strengthening community engagement and communication between the downtown Springfield community/businesses and GHS
- Knowledge of Positive Behavior Intervention Strategies (PBIS)

- Motivated to establish effective working relationships with staff, colleagues, students, parents and the community

*Shift Type*                    **Part Time**  
*Salary Range*                **\$17,990.00 - 33,637 depending on education and experience / Annual**  
*Location*                      **GATEWAYS HIGH SCHOOL**

**Applications Accepted**

*Start Date*                    **05/08/2018**  
*End Date*                      **05/18/2018**