VACANCY
Livingston School District 4 & 1
Dean of Students

Position: Dean of Students
Sleeping Giant Middle School &
Eastside Elementary School

Immediate Supervisor: Principal

Classification: Certified or Classified

Work Schedule: Must be capable of working extended and flexible hours

Education: Minimum BA or BS in Education or related field

Salary: DOE

Contact: Bob Stevenson
401 View Vista Drive
Livingston, MT. 59047
406-222-1773
bob.stevenson@livingston.k12.mt.us

Submit: Administrative Application
Educational Philosophy Statement including Professional Talents and Skills
Resume
Transcripts
Placement file or 3 letters of recommendation
EOE document

Application Materials can be found on the District website www.livingston.k12.mt.us or picked up at the district office located at 132 S. B Street, Livingston MT. 59047

Job Summary: The Dean of Students will work with the building principal to instill a climate conducive to student learning emphasizing mutual respect and safety. Identifies students with attendance issues, social emotional difficulties and learning barriers and addresses those issues with parents, teachers and principals to create a positive outcome.

Essential Duties and Responsibilities: The following does not reflect an all-inclusive scope of responsibilities. Job duties vary by school level and organization.

- Assists with behaviors, discipline, social emotional learning
- Lead assessment team in coordination with MTSS teachers
- Attendance coordination
- 504 Plan coordination
- Student Support Team coordination
- Coordinates transition from 5th to 6th grades
- Supervises behavioral interventions
- Leads student recognition & assemblies; available to chaperone events
- Student information system procedures (grades, staffing, calendar, technology)

Capabilities:
- ✓ Understand and apply due process in a respectful manner that preserves the dignity of all involved.
- ✓ Enforce and reinforce student conduct consistent with building and district policies as well as state statutes.
- ✓ Communicate with students, staff and parents in a positive and professional manner.
- ✓ Able to promote high expectations, demonstrate a caring attitude and establish an environment that supports high achievement in students.
- ✓ Uses positive and productive trauma-informed techniques for improving student behavior and attendance.
- ✓ Works collaboratively with parents and staff.
- ✓ Advocates for the school its staff, students and programs.
- ✓ Reports regularly to parents using a variety of strategies and is responsive to parental concerns.
- ✓ Enforces school rules, manages student behavior, and maintains accurate records of student attendance, conduct and academic performance records.
- ✓ Actively participates as a team member during meetings with faculty, staff and administration in reaching educational goals.
- ✓ Is enthusiastic, flexible and committed to students reaching high learning standards.

_Livingston Public Schools is an equal opportunity employer._

Posted: June 18, 2019