Gaston County Schools

Dean of Students

This is a Part-time Position.

Definition
This employee is responsible for, including but not limited to directing and implementing discipline and attendance programs of the school; building positive home-school relationships; guiding and counseling students. The employee in this position will promote an effective learning environment, keeping the Principal informed of emerging issues.

Duties and Responsibilities

- Deals with student issues in cooperation with the Principal, Teachers, and Social Workers.
- Contacts parents as needed.
- Maintains and reviews student records related to discipline, attendance, and achievement.
- Communicates regularly with all staff.
- Maintains detailed accounts of working with students.
- Communicates effectively with all middle and high schools, parents, outside agencies, and other school district support personnel.
- Maintains confidentiality.
- Enforces school district and school policies and procedures (except suspensions).
- Develops grant proposals related to student management.
- Develops appropriate drug and alcohol intervention strategies and/or programs.
- Assists in monitoring and supervision of facilities.
- Monitors students on probation.
- Monitors students with criminal records.
- Maintains a safe and orderly environment.
- Supervises the activities of the Campus Security Associate (CSA), responsible for coordinating school security (scheduling for CSA).
- Assists with the supervision and monitoring of student activities such as lunch, class changes, assemblies, concerts, dances and sporting events.
- Develops and coordinates behavior management programs.
- Observes and documents behavior of individual students; maintains accurate logs of student progress.
- Works cooperatively with Social Services and Community agencies in accessing resources for students and their parents.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Strong knowledge of middle and high school student growth and development.
- Knowledge of multiple discipline models and how to implement several models, if needed.
- Adept at problem-solving, especially in group setting.
- Knowledge of applicable laws and regulations.
- Knowledge of state/local policies and procedures regarding students and public schools.
- Knowledge of counseling models and theories.
- Ability to work with a wide-range of audiences.
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Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate required office equipment and inspect work for accuracy, thoroughness, and adherence to work standards and instructions.
- Must possess the visual acuity to prepare data, work with records processes, and do extensive reading and research.

Minimum Education and Experience

- Minimum of Bachelor’s degree in education area from regionally accredited college/university; Master’s in area of education preferred.
- Licensed as teacher, counselor, or administrator in North Carolina.
- Experienced as and/or licensure in school administration preferred.
- Minimum of five years of public school experience as teacher, counselor, or administrator at the middle and/or high school level; experience in alternative setting preferred.

Salary: North Carolina Teacher Salary Schedule (employed 10 months and 10 days)

This position reports directly to: Principal

Classification: Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Outside Applicants:

Visit Gaston County Schools’ website at www.gaston.k12.nc.us

- Select “Jobs”
- Select “Careers/Job Opportunities”
- Select “Start an application for employment”
- Complete online application
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The following documents must be uploaded to online application:

- Current résumé
- Copies of **official** college transcripts (degree dated)
- Copy of Praxis or state test results
- Three completed current, dated Administrative Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation or a combination of the two
- Copy of Certifications/Licenses, if licensed in out-of-state public schools
- Copy of last evaluation

Qualified inside and outside applicants should **mail or email** letter of interest and résumé to: