

**LIVINGSTON SCHOOL DISTRICT**  
**Livingston, New Jersey 07039**

**DEAN OF STUDENTS**

**QUALIFICATIONS:**

1. Certification as a Principal or Supervisor.
2. A minimum of three years of teaching experience at high school level.
3. Master's degree from an accredited college or university.
4. Demonstrated ability to utilize proven counseling techniques to resolve conflicts in an effective manner.
5. Experience with and knowledge of best practices in curriculum, instruction, and evaluation of staff.
6. Ability to utilize all school district computer applications.
7. Ability to effectively communicate with students, staff, parents, and community members.
8. Ability to attend weekend and evening functions as assigned.
9. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** Principal & Assistant Superintendent

**JOB GOALS:** As an active member of the school's administrative team, promote a positive school environment while dealing effectively with students on non-academic issues (i.e., discipline, attendance, student activities and I&RS). Assist in the development and administration of creating an effective, safe and secure school environment.

**JOB RESPONSIBILITIES:**

1. Oversee matters related to student social and emotional growth and development as it pertains to the District's Code of Conduct and LHS Handbook including education, remediation, and referral for individual and groups of students.
2. Administer and document interventions in a fair, just and consistent manner for individuals and groups of students.
3. Establish and oversee a collaborative problem solving protocol at LHS.
4. Serve as Livingston High School's Anti-Bullying Specialist (ABS) and conduct HIB investigations.
5. Establish protocols for engaging in restorative practices with individual students as part of the ABS role.
6. Develop, implement, and evaluate the effectiveness of the Collaborative Problem Solving and Restorative Practice models through the analysis of data including discipline and HIB referrals, recidivism, grades, and anecdotal feedback from students and staff.
7. Conduct professional development for staff and students on conflict resolution, collaborative problem solving, restorative practices, and appropriate interventions.
8. Coordinate and maintain follow-up on student attendance issues as they relate to the attendance policy.

9. Facilitate SARC meetings and work with parents, community, and government agencies on problems of school attendance.
10. In conjunction with the Assistant Superintendent, develop, implement, and evaluate for efficacy a meaningful and consistent student assistance counseling program for LHS students, parents, and staff.
11. Confer with parents, teachers, counselors, Student Services personnel, and students on matters of discipline and welfare.
12. Coordinate the afterschool and Saturday detention programs.
13. Oversee in-school suspension and reflection room.
14. Assist in the oversight of the summer school program.
15. Lead School Climate Committee.
16. Oversee Student Government Association and co-curricular activities as assigned.
17. Serve on school I&RS, 504 and CORE committees.
18. Make recommendations for appropriate revisions of policies and regulations affecting student life in the school.
19. Act as an administrator on duty for weekend and evening events.
20. Prepare and present completed Electronic Violence and Vandalism Reporting System forms on a monthly basis.
21. Assist in the interpretation and implementation of school and district programs, policies, and procedures to students, staff, parents and the community (i.e. In-School suspension, code of conduct, ID programs).
22. Conduct observations and evaluations as assigned by the Principal.

This position will also be responsible for all other duties as assigned.

**TERMS OF EMPLOYMENT:**

This is a full-time twelve-month position with compensation to be in accordance with the negotiated agreement.

**EVALUATION:**

The performance of this position will be evaluated annually by the Building Principal and the Assistant Superintendent in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Board approval date: April 24, 2017

Revised: September 25, 2017