

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

May 2025

SECTION I: GENERAL INFORMATION

Position Title: Dean of Students	Department: High School
Immediate Supervisor's Position Title: Principal and Assistant Principal	FLSA Status: Exempt
Band/Grade/Subgrade: D – 6 - 3	Bargaining Unit: Northfield Education Association (NEA)
Job Summary: Under the guidance of the High School Principal, the Dean of Students will monitor student attendance, support MTSS framework, provide student behavior support, oversee testing, scheduling, parking lot and supervision, serve as the liaison between school and families regarding behavioral and attendance matters.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1.	Attendance: Monitor student attendance, meet with students and intervene in cases of chronic absenteeism. Collaborate with counselors, attendance liaison, administration, teachers, students and parents/caregivers to support attendance improvement efforts.
Percent of Time: 40%		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Participate in weekly Problem Solving/Attendance Team meetings.● Meet with students to coach and support matters related to attendance● Collaborate with attendance liaison, counselors, administration and families to develop actions steps to support improved student attendance.		

Duty/Responsibility No:	2.	Support MTSS Framework: Collaborate with MTSS teams to identify and support students in need of academic, behavioral, or SEL interventions. Help track data and support implementation.
Percent of Time: 20%		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Collaborate with the principal to oversee the FLEX time schedule.● Daily monitoring of Super FLEX attendance and participation.● Collaborate in the development and implementation of Tier 1, 2, and 3 behavioral and social-emotional supports.● Participate in student support teams to help identify students in need of additional interventions.		

- Help align school systems (behavior, attendance, academic support) with MTSS practices.
- Support the use of data to make informed decisions about student interventions.

Duty/Responsibility No:	3.	Student Behavior Support: Provide supervision during key times and locations (e.g., halls, lunch, arrival/dismissal). Address behavior issues in collaboration with the assistant principal using restorative practices and progressive discipline.
Percent of Time: 30%		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Be visible in common spaces to support students through the day as defined by the FTE allocation.● Meet with students to address student behavior matters as directed by the principal and/or assistant principal with a focus on proactive strategies, restorative practices, and equity.● Work closely with staff to create and maintain a safe, respectful, and inclusive school climate.		

Duty/Responsibility No:	4.	Operational Responsibilities: (Testing, Scheduling, Parking, & Supervision) Collaborate with administration and counseling teams to complete tasks that support
Percent of Time: 10%		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Support logistics and planning of standardized testing, ensuring smooth operations and compliance.● Oversee student parking procedures, permits, and enforcement in a fair and consistent manner.● Communicate clearly with staff and students about operational procedures and expectations.● Assist with scheduling and administration of state/local tests. Ensure accommodations are in place and testing protocols are followed.		

Duty/Responsibility No:	5.	Family & Community Engagement: Serve as a liaison between the school and families regarding behavioral and attendance matters.
Percent of Time: Connected to all other areas of responsibility.		
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">● Foster positive relationships with families through effective communication and problem-solving.● Collaborate with external partners and support services when needed to meet student needs.● Help create a welcoming environment that supports student belonging and cultural responsiveness.		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Bachelor's Degree	
	High school diploma or GED.			Major field of study or degree emphasis: K-12 education background	
	1 year college		2 years college		
	3 years college	X	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of current trends, theories and technologies pertaining to learning and instruction. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Knowledge of subject material, concepts and issues related to grade/subject of assignment. • Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases). • Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction or documenting assessments. 	
	2nd year graduate level				
	Doctorate level				
Required Work Experience in Addition to Formal Education/Training: Teaching experience, and evidence of leadership at the building and/or District level.					
Required Supervisory Experience: N/A					
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Minnesota Teaching License or Guidance Counselor license			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ol style="list-style-type: none"> 1. Strong Interpersonal and Communication Skills 2. Data-Informed Decision-Making 3. Conflict Resolution and Problem-Solving 4. Organizational and Operational Efficiency 5. Cultural Responsiveness and Equity Awareness 6. Knowledge of MTSS and Intervention Strategies
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		0

	Titles of Positions Indirectly Supervised	# of Employees
1		
TOTAL		0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		

Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

New Position: Created May 2025