



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Dean of Students
Reports To: Juvenile Home Principal
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 06/2010
Last Revised Date: 04/2017

Summary: Assists students with behavioral, mental, emotional or physical problems. Also, under general supervision, coordinates both the entering and exiting transition of court placed youth from Intensive Learning Center (ILC) and/or Youth Center School (YCS) into local/district education or vocational programs.

Essential Duties and Responsibilities:

- Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts and protective services including but not limited to programs of the Juvenile Home, Court and Day Treatment Program.
- Attends Individual Educational Plan (IEP) meetings and / or provides input primarily as it relates to attendance and or the impact of attendance.
- Provides leadership for attendance improvement efforts. Checks attendance daily and works with probation officers and parents, as well as determines impact to credits.
- Monitors students whose behavior and school progress indicate need for assistance. Provides student progress reports to the Juvenile Court Case Managers and parents. Consults with parents, teachers, Case Managers and other school personnel to address student-related concerns.
- Takes active lead in PBIS to promote, maintain, and sustain as well as track, budget, and tie back to students.
- Assist in analysis of data in efforts to reduce recidivism and increase graduation rates.
- In the absence of the Principal, assumes supervision and responsibility for the program.
- Facilitates medical and/or other tests and examinations that may reveal and help provide explanation for student challenges. Indicates relevant remedial measures through communicating and coordinating efforts with community agencies.
- Develops educational transition plans for suspended students including tutoring services.
- Coordinates placement and facilitates enrollment of transition students into Kalamazoo County or other local district school educational or vocational programs.
- Provides consultation and training regarding delinquent youth to education program staff.
- Maintains student casebooks and records. Arranges student's class schedules. Ensure students meet graduation requirements in compliance with district and state standards.
- Assists in bridging the education side of operations at the Juvenile Home with the detention side of operations so that education
- Regular and consistent attendance. Other duties as assigned.

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's Degree (B.A.) from four-year College or university; one or two years' related experience and/or training preferred.

Certificates, License, Registration:

N/A

Other Skill & Abilities:

Ability to communicate effectively including listening
Works in a team oriented fashion and follow the KRESA values
Exhibit cultural awareness and value diversity
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

In absence of Principal, this position would have supervisory responsibilities. This position is authorized to supervise and evaluate hourly support staff.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to sit and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus

Work Environment:

The noise level in the work environment is usually moderate to loud.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.