



Mancos School District
Staff Job Description

Title: Elementary Dean of Students	FLSA Status: non exempt
Reports To: Elementary Principal	Pay Range: \$40,000
Prepared/Revised Date: August 11th, 2023	Work Year: 9 months

SUMMARY:

In collaboration with teachers, staff and admin, to provide behavioral health interventions to further reduce exclusionary discipline, and strengthen relationships between the school, parents, and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Working closely with students, paraprofessionals, administration, and teaching staff, to assess student behaviors and create IEPs and behavioral support plans.	W	20%
2. Providing ongoing assessments of student progress.	D	10%
3. Implementing strategies for behavior assessment and support.	D	20%
4. Providing conflict resolution, crisis intervention, and restorative practices to reduce exclusionary discipline and chronic absenteeism.	D	20%
5. Working with administration to gather, evaluate and learn from program data.	W	10%
6. Providing referrals of families and students to community resources.	W	10%
7. Strengthen relationships between the school, community organizations and stakeholders.	W	9
8. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum of one year experience in a similar role

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills and oral and written communication skills
- Strong decision making, analytical and organizational skills
- Ability to work with students with diverse needs at various levels
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results



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- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Building Principal
- Direct Reports: n/a

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget		x		
Coordinate a Budget				x
Initiate a Requisition		x		

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel			x	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	



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Climb or balance			x	
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste			x	
Smell			x	

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy			x	
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate			x	
Use Interpersonal Skills				x
Compile			x	
Negotiate				x



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WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x



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Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.