

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE June 10, 2008  
 LAST REVISION DATE \_\_\_\_  
 BAND & GRADE \_\_\_\_

POSITION TITLE Dean of Students – Bemidji Middle School

IMMEDIATE SUPERVISOR Principal – Bemidji Middle School

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Assist the principal and/or assistant principal(s) and represent the District effectively in the coordination and management of school activities, students, and policies and procedures.

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job Function   | BAND/<br>GRADE | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function   | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done?   |
|--|----------------|----------------------|----|--|---|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS  |                |                      |    |  |   |
| <b>IMPLEMENT ATTENDANCE POLICY</b><br>1.01 Monitor student compliance with building and District attendance policies.<br>1.02 Initiate appropriate communications when attendance policy violations occur.<br>1.03 Maintain disciplinary records for attendance policy violations.<br>1.04 Implement truancy procedures when appropriate.<br>1.05 Represent the District during truancy proceedings.<br>1.06 Assist staff in addressing student attendance problems. |                |                      |    | <b>KNOWLEDGE OF:</b><br>1.01 District and state attendance policies and laws.<br>1.02 District and state reporting procedures and requirements.<br>1.03 Other agencies<br><br><b>ABILITY TO:</b><br>1.01 Plan<br>1.02 Organize<br>1.03 Direct others<br>1.04 Supervise others<br>1.05 Meet established | 1.01 Student attendance information reviewed daily.<br>1.02 Notice(s) sent to student, parent/guardian, and/or truancy staff.<br>1.03 Disciplinary actions documented in student file and electronic database.<br>1.04 Appropriate staff and other agencies were notified when a student is determined truant.<br>1.05 Represented the district during applicable hearing(s).<br>1.06 Advised staff on how to |

## REGULAR ROUTINE DUTIES

List of Things to Accomplish in Major Job Function

BAND/  
GRADE% OF  
TIME  
D, W

WC

NECESSARY SKILLS,  
KNOWLEDGE, ABILITIES  
What You Have to Know to  
Accomplish Duty of FunctionPERFORMANCE STANDARDS  
How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

## IMPLEMENT STUDENT CODE OF CONDUCT

- 2.01 Monitor student compliance with the established Code of Conduct.
- 2.02 Maintain records of disciplinary actions administered, including electronic records.
- 2.03 Initiate appropriate communications with students, parents/guardians, and other staff.
- 2.04 Prepare and submit reports regarding disciplinary actions imposed.
- 2.05 Represent the District in any proceedings regarding student discipline (court proceedings, expulsion hearings, etc.)

## COORDINATE BMS ACTIVITIES PROGRAM

- 3.01 Prepare an annual schedule for all BMS activities.
- 3.02 Interview and select coaches and advisors for BMS activities.

- deadlines
- 1.06 Communicate effectively; both orally and in writing.
- 1.07 Assist in the training of others.

## KNOWLEDGE OF:

- 2.01 District and state discipline policies, regulations and laws.
- 2.02 District and state reporting procedures and requirements.

## ABILITY TO:

- 2.01 Plan.
- 2.02 Communicate
- 2.03 Organize.
- 2.04 Establish and maintain effective interpersonal relationships.
- 2.05 Mediate and resolve conflict.

## KNOWLEDGE OF:

- 3.01 Personnel policies, practices, and procedures.
- 3.02 Effective interview

address attendance problems.

- 2.01 Conduct reports and staff referrals reviewed daily.
- 2.02 Disciplinary actions documented in student file and electronic database.
- 2.03 Notices were sent to the student, parent/guardian, staff, Transportation Department, etc.
- 2.04 Reports were prepared and submitted as directed.
- 2.05 Represented the district during applicable hearing(s).

- 3.01 Annual activities schedule established and published.
- 3.02 Interviews conducted and coaches and advisors hired.

**REGULAR ROUTINE DUTIES**

List of Things to Accomplish in Major Job Function

BAND/  
GRADE% OF  
TIME  
D, W

WC

**NECESSARY SKILLS,  
KNOWLEDGE, ABILITIES**  
What You Have to Know to  
Accomplish Duty of Function**PERFORMANCE STANDARDS**  
How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

3.03 Monitor and evaluate the performance of coaches and advisors.

3.04 Schedule events and facilities and transportation necessary for events.

3.05 Secure officials for all games and/or meets.

3.06 Prepare information for students and parent/guardians regarding available programs and participations guidelines/requirements.

3.07 Prepare and submit requisitions for activities program equipment.

3.08 Maintain records relating to eligibility verification, participation consent, athletic physicals, payment of activity fees, etc.

3.09 Monitor and maintain compliance with Minnesota State High School League rules and regulations.

3.10 Conduct annual reviews and evaluations of BMS activity programs.

3.11 Prepare and submit an annual budget for BMS activity programs.

3.12 Submit appropriate documentation for the payment of officials, game workers, coaches, advisors, etc.

**STUDENT/PROGRAM SERVICES**

4.01 Act as the Principal's designee during IEP meetings.

4.02 Assist in the implementation of IEPs.

4.03 Assist in the development, implementation, and monitoring of

procedures and techniques.

3.03 Evaluation techniques and procedures.

3.04 Organizational and time management theory.

3.05 MSHSL policies, procedures and regulations.

**ABILITY TO:**

3.01 Set goals for activities staff growth and development.

3.02 Communicate effectively.

3.03 Motivate activities staff.

3.04 Help activities staff to plan and organize time, material and methods.

**KNOWLEDGE OF:**

4.01 State special education statutes and rules.

4.02 Special education due process.

3.03 Post season evaluations completed and submitted.

3.04 Facilities and transportation scheduled in accordance with district procedures.

3.05 Officials hired for each contest.

3.06 Student and parent information prepared and provided.

3.07 Requisitions for necessary equipment prepared and submitted.

3.08 Records obtained and on file.

3.09 Complied with all MSHSL rules and regulations.

3.10 Annual program reviews completed and submitted.

3.11 Annual budget prepared and submitted.

3.12 Contracts and payment vouchers submitted in accordance with district procedures.

4.01 Attended IEP meetings and acted as the Principal's designee as directed.

4.02 Assisted in the implementation of IEPs

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish in Major Job<br>Function   | BAND/<br>GRADE | % OF<br>TIME<br>D, W | WC | NECESSARY SKILLS,<br>KNOWLEDGE, ABILITIES<br>What You Have to Know to<br>Accomplish Duty of Function   | PERFORMANCE STANDARDS<br>How Will You Know the Job is Done?  |
|---|----------------|----------------------|----|--|--|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS   |                |                      |    |  |  |
| individual learning plans for at-risk students.<br>4.04 Assist in the scheduling, communication, set-up, and implementation of parent-teacher conferences, back-to-school orientation, and open house events.<br>4.05 Assist in the direction of and/or serve on the building staff development committee, staff development committee, school improvement team, etc. |                |                      |    | 4.03 Learning and developmental theory<br>4.04 State and federal regulations.<br>4.05 District policies and administrative procedures.<br>4.06 Applicable local, state and federal rules, regulations and laws.<br>4.07 District and state reporting procedures and requirements.<br><br>ABILITY TO:<br>4.01 Plan<br>4.02 Communicate effectively; both orally and in writing.<br>4.03 Organize.<br>4.04 Motivate.<br>4.05 Build consensus.<br>4.06 Establish and maintain effective interpersonal relationships.<br>4.07 Conduct group processes and activities.<br>4.08 Effectively mediate and resolve differences. | 4.03 Assisted in the development, implementation and monitoring of individual learning plans.<br>4.04 Assisted in parent-teacher conferences, back-to-school orientation and open house events.<br>4.05 Assisted in and/or served on assigned building committees. |

## REGULAR ROUTINE DUTIES

List of Things to Accomplish in Major Job Function

BAND/  
GRADE% OF  
TIME  
D, W

WC

NECESSARY SKILLS,  
KNOWLEDGE, ABILITIES  
What You Have to Know to  
Accomplish Duty of FunctionPERFORMANCE STANDARDS  
How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

## OTHER:

5.01 Performs other duties as assigned by  
the building Principal.4.09 Conduct group  
meetings.  
4.10 Meet established  
deadlines.

5.01 Completed assigned tasks.

MINIMUM QUALIFICATIONS: Current Minnesota licensure as a teacher or counselor.

PREFERRED QUALIFICATIONS: Possession of; eligibility for; or active participation in a program of study leading to K-12 principal licensure.

\*EXTENDED CONTRACT: Hours and days of service are established by the school district and are subject to change according to district need.