

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Dean of Students  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate; Master's Degree; certification in Administration and Supervision or Educational Leadership preferred, but not required; and five years successful teaching experience. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To assist the administrative staff with student discipline and attendance.

**Essential Duties and Responsibilities:**

1. Assists in maintaining discipline throughout the student body; authorized to administer discipline according to Board policy and the Student Code of Conduct.
2. Works with parents as required in maintaining student discipline.
3. Monitors attendance records and works with students who are frequently absent.
4. Assists with the discipline of students who miss class without permission.
5. Refers severe discipline problems and/or chronic absentee problems to appropriate district personnel or community agencies.
6. Assists in maintaining campus security.
7. Coordinates student programs and activities as assigned by the principal.
8. Attends and monitors extra-curricular activities.
9. Implements and monitors programs that prevent discipline problems and encourage good citizenship.
10. Promotes parent interaction with school personnel.
11. Abides by all policies of the Okaloosa County School Board.
12. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.