

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Dean of Student Support Services**

Job Description

---

**Reports to:** La Marque High School Principal

**Status:** Exempt

**Term:** 217 Days

**Primary Purpose:**

Under the direction of the Director of Secondary Education and the campus principal, the Dean of Student Support Services leads in the development, implementation, evaluation and/or review of student discipline policies, processes, and procedures. Assist in the supervision and implementation of district initiatives while maintaining congruency between all student management programs. Serves as a campus appraiser for instructional staff and assists in identifying professional development needs and developing long-range professional development plans. Addresses the social-emotional needs of students through the use of research-based strategies. Helps to maintain a safe, positive and orderly learning environment for staff and students.

**Qualifications: Education/Certification**

Master's degree in education

Mid-management or principal certification

T-TESS Certification

**Special Knowledge/Skills**

Thorough knowledge of principles and best practices of current school education and the ability to apply them to the needs of the school.

Thorough knowledge of current discipline management practices, social emotional learning, public school administration and organization.

Ability to establish and maintain effective working relationships with students, staff, other administrators, and the public.

Ability to multi-task and effectively communicate, both orally and in writing.

**Experience**

Minimum 3 years classroom teaching experience required.

Campus administrative or district level experience preferred.

**Major Responsibilities and Duties:**

1. Ensure implementation and enforcement of the District Code of Conduct
2. Work with school staff to develop, implement and monitor school wide discipline management plan
3. Work with school staff to develop, implement and monitor classroom management plans
4. Monitor student behavior in all areas of campus by being visible and available
5. Provide direction for teachers struggling with classroom management
6. Communicate and coordinate with DAEP on placement and return of students
7. Lead campus in implementation of Social Emotional Learning programs
8. Provide monthly analysis of campus discipline by highlighting areas of most concern and provide a plan for addressing those issues
9. Hear campus discipline appeals

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Dean of Student Support Services**

Job Description

---

10. Build relationships with students and parents through open and clear communication of expectations and consequences
11. Serve as the Campus Discipline Officer
12. Practice a commitment of professional growth and continuous improvement.
13. Provide leadership in all campus instructional projects that support improved student growth and learning.
14. Communicate effectively with students, staff, other administrators, parents, and community.
15. Implement effective personnel management strategies to include conducting meaningful staff evaluations and employing documentation practices that encourage professional growth.
16. Provide leadership in the development of campus improvement plans and other similar projects.
17. Administer all policies and procedures of both the school and the District.

## **Supervisory Responsibilities:**

Incumbents may perform many of the school-wide responsibilities that relate to instruction and assessment.

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors**

Work is generally confined to the school or campus, requiring those activities common to the environment. Work requires sufficient mobility to patrol halls and school grounds, and to climb stairs in some buildings.

Lifting light objects may be necessary

Work environment may be noisy. Work may involve maladaptive student behavior and may require intervention and/or restraint techniques.

Work is subject to deadlines and may require tailoring programs to meet the needs of many divergent groups. Work may include extensive evening, nighttime, and weekend responsibilities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_