

WSISD Job Description

Job Title: **Dean of Students**

Wage/Hour Status: Exempt (11 month)

Reports to: Principal

Revised: April 2025

Primary Purpose: The role centers on ensuring the academic performance, behavior, and overall well-being of students. As a visible and engaged presence in the school, the Dean of Students supports teachers, students, and families, and is a key player in maintaining the high standards of Walnut Springs ISD.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certification

Valid Texas Counseling certification

Key Responsibilities

Role-Specific Responsibilities

- Focus on monitoring and improving student behavior, mental health, and academic performance.
- Build and maintain a strong, positive, achievement-oriented school culture.
- Oversee and support procedures for student conduct, ensuring a safe and respectful environment.
- Support and help the Principal maintain student discipline and document behavioral incidents.
- Coordinate special programs under the direction of the Principal.
- Monitor student arrival and dismissal.
- Assist students with academic and social challenges.
- Provide guidance and support to parents regarding student well-being and performance.
- Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special populations students.

School-Specific Responsibilities

- Chaperone school events.
- Participate in faculty and staff meetings.
- Check with school administration for additional duties as needed.

Guidance

- Make decisions based on what is best for students.
- Assist teachers in the teaching of guidance-related curriculum.
- Guide individuals and groups of students to develop education plans and career awareness.

Counseling

- Counsel individual students and small groups with presenting needs and concerns.
- Monitor transcripts, graduation requirements and provide academic advising.
- Provide academic advising and high school endorsement selection assistance as required by HB5. Consultation
- Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
- Work with school and community personnel to bring together resources for students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.

College and Career

- Assist students with the development and monitoring of 4-year plans with students to include college and career preparation.
- 14. Work with colleges and universities to implement a variety of advanced course offerings that provide college credit, an associate degree, and/or industrial certifications.
- Assist students in their development of Career Pathways using the student's career interest and aptitude information.
- Meet individually with each junior at least one time during the junior year; meet individually with each senior at least one time in the fall semester and one time in the spring semester of the senior year. Complete a written post-high school plan with each student during these meetings.
- Identify and provide financial aid and scholarship information to students and parents.
- Assist parents and students with completion of the FAFSA.

Assessment

- Coordinates the Advanced Academic testing program (PSAT, SAT, TSIA II, AP, ACT, ASVAB and GT.).

- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
- Maintain the confidentiality of student assessment.

Program Management

- Develop and maintain effective individual and group relationships with students and parents.
- Coordinate social and emotional learning on campus.
- Participate in research-based professional development.
- Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
- Implement a comprehensive and balanced guidance and counseling program.
- Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.
- Implement required programs including character education, suicide prevention, dating violence, etc.

Administration

- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling areas.
- Comply with all district and campus routines and regulations.
- Maintain a positive and effective relationship with supervisors.
- Communicate effectively with colleagues, students, and parents.
- Create, maintain, and support a learning environment that is academically, emotionally, and physically safe.
- Coordinate no more than two of the following programs: RtI, Special Education, ELL and 504. Professional
- Treat all students, teachers, parents, and staff with respect.
- Adhere to ethical and legal standards and model behavior that is professional, and responsible.
- Participate in professional development to improve skills related to job assignment.

Supervisory Responsibilities:

- .Possible supervisory responsibilities

Working Conditions:

- Maintain emotional control under stress.
- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in an office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.