

HINSDALE

SCHOOL DISTRICT

Job Title: Dean of Students		Work Location: Hinsdale Elementary School
School/Department: Hinsdale Elementary School		Reports to: Principal
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt	Hours Per Week: 40
<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt	Days Per year: 205 (11 months)

Qualifications

Master’s degree in education leadership with principal certification/certifiable; experience working in the field of social emotional learning, mental health, or behavior therapy with relevant experience as a certified school social worker, school psychologist, school counselor, applied behavior analyst, or mental health clinician strongly preferred.

Job Goal

The Dean of Students serves as a member of the school administrative team and assists with the daily operation of the school, specifically in the areas of attendance, behavioral, and disciplinary prevention and intervention services with an emphasis on MTSS-B. The position provides responsive and rehabilitative services for children, ultimately enabling children to better access the curriculum and all aspects of school life. The position needs to embrace an inclusive philosophy and demonstrate experience with implementation of data informed decision making to address individual and systematic social-emotional needs. The Dean will consider the whole child Other activities and responsibilities may be delegated by the building principal.

Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

- Assist in the development of a school culture that believes all students can and will achieve at high levels.
- Maintain a close working relationship with Principal, MTSS Leadership Team, Special Education Coordinator, staff, and district administrators to ensure information exchange and coordination of efforts and general support for the decision-making process, as well as supporting school improvement initiatives and processes.
- Assume building supervisor role in the absence of the Principal.
- Manage all school and transportation student conduct documentation.
- Attend school and district meetings as needed; Participate in district level MTSS-B committee and the security team; Lead or co-lead the support team and school based MTSS-B team
- Assist teachers with developing, implementing, and monitoring individual behavior management plans and strategies.
- Coordinate and facilitate restorative practices approach to discipline and serve as a liaison with all specialists to support a systemic approach.
- Communicate with students, parents, and staff in a timely manner regarding student behavior and attendance.
- Implement behavior management strategies including daily classroom walkthroughs, communication techniques, leading professional development for all staff, and monitoring of practices and program.
- Work directly with students and staff to stabilize behaviors and rebuild community trust in classrooms, help staff understand and address their own dysregulation in conduct-related issues, and provide crisis intervention to optimize student functioning.

- Attend special meetings to engage in conversations involving student behavior and attendance.
- Make recommendations concerning the revision and updating of student code of conduct, rules, regulations, and handbooks.
- Serve as a liaison between the school, social services, community agencies, and the School Resource Officer to coordinate supports, facilitate communication, and ensure a cohesive, student-centered approach to addressing behavioral, social-emotional, and safety needs.
- Support continued use of universal SEL screening data, behavior data, and attendance records to identify system level needs while targeting specific groups and individual students for explicit instruction.
- Perform other related duties as directed by the Principal.

EVALUATION: Performance of this job will be evaluated by the Principal.

Physical Requirements:

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs: Frequently required
 LIFT up to 25 lbs: Occasionally
 LIFT 26 to 50 lbs: Rarely
 LIFT over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
 PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
 Handling: Frequently required
 Torquing: Occasionally
 Fingering: Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions. The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving information and instructions.
Sight: Necessary to do job effectively and correctly.
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children.
Cleaning products.

Special Conditions of Employment:

All employees must pass a criminal history background check and a post-offer employment physical.

I have reviewed this job description and am in acceptance of its parameters.

Print Employee Name:

Employee Signature:

Date:

Approved by the Hinsdale School Board on 4/8/2026.