

OJ DeJonge Middle School Dean of Students

Full-time position (195 days) at OJ DeJonge Middle School - Approximate hours are 7:30 AM - 3:45 PM. Teacher certification required, administrative certification preferred. The OJ DeJonge Middle School Dean of Students is responsible for the management of student discipline. This includes using leadership and communication skills in working with teachers, counselors, parents and students in order to develop a climate that promotes quality educational practice.

Duties and Responsibilities:

Proactive Behavior Management:

- Leads Positive Behavioral Interventions and Support Team.
- Work with teachers and students to develop and maintain behavior plans.
- Facilitate Behavior Intervention Plan and Functional Behavior Assessment meetings with parents and staff.
- Develop positive relationships with students and families by being actively involved in their school lives, including school events such as concerts and athletic events.
- Run check-in and check-out for multiple students, as needed and provide mentoring opportunities for at-risk students.
- Knowledgeable in restorative practices and seclusion and restraint law.
- Ability to effectively communicate with students, teachers, support staff, parents/guardians.
- Remain fair and consistent with all parties.

Discipline Management:

- Maintain behavior records using SWIS and communicate monthly to staff behavioral trends.
- Work with students on an as-needed basis as problems arise.
- Provide supervision of lunch, hallways, etc.
- Consistent communication with teachers, students, parents.
- Provide consistent, age-appropriate discipline skills, including follow-through using trauma-informed practices.
- CPI certification or ability to get CPI certified.
- Other duties as assigned by the building principal.

Additional Qualifications and duties that might be considered:

- Administrator certification to observe and evaluate support staff.

Application packet shall include: a letter of interest, resume, transcripts and certification and three letters of recommendation. Submit as one PDF to Mike Hart, Principal, OJ DeJonge Middle School, 809 E Tinkham Avenue, Ludington, MI 49431 or email: mhart@lasd.net.