

NASHOBA Regional School District



Together, we inspire and challenge all learners to realize their unique potential and become active contributors to their community

Office of the Superintendent

Kirk Downing, *Superintendent*

Laura Friend, Assistant Superintendent of Teaching and Learning

3/20/2023

Anticipated Vacancy for 2023-2024 School Year

Position:

Dean of Students, a Unit A Position (2 positions)

Department/Location:

Hale Middle School and Florence Sawyer School

The Dean of Students is employed without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status. NRSD welcomes and encourages candidates with diverse racial, cultural, religious, class, and/or gender backgrounds and experiences to apply.

Organizational Scope:

The Dean helps all students benefit from the school's educational opportunities in the areas of student support, student life, and building safety and management. The work of the Dean, who reports directly to the Principal, is guided by the principles of the Portrait of a Nashoba Graduate as they apply to the assigned (middle or high school) grade level.

Position Responsibilities:

- Seeks ways to develop and sustain a climate of equity, inclusion, and mutual respect between and among the students and adults in the school;
- Assists the principal and assistant principal(s) in the overall management and administration of the school, especially in the area of student discipline, and supports students' social/emotional development and skill building;
- Assists in developing and administering practices dealing with campus supervision, control and security;
- Confers with parents, teachers, counselors, support service personnel and students on matters of discipline and welfare, and in implementing procedures for protecting the health and welfare of students;
- Performs such record-keeping functions as the principal may direct;
- Uses effective problem-solving strategies to meet student need; and
- May oversee matters of student attendance, campus supervision and control, counseling students and making appropriate referrals to guidance or counseling.
- The omission of specific duties here does not exclude them from the position's responsibilities if the work is similar, related, or a logical assignment to the position.

Ann Marie Stoica, Director of Human Resources • Rob Frieswick, Director of Facilities
Joan DeAngelis, Director of Pupil Personnel Services • Tania Rich, Director of Athletics
Ross Mulkerin, Director of Business and Operations
www.nrsd.net

50 Mechanic Street, Bolton, MA 01740
O - 978-779-0539 F - 978-779-6812

Job Qualifications:

Must hold MA Department of Elementary and Secondary Education licensure as a teacher at the level of the assigned school.

Must have excellent communication skills and demonstrated ability to communicate effectively, both orally and in writing.

Integrity and strong organizational and interpersonal skills.

Experience in diversity, equity and inclusion best practices.

Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy.

The ability to work onsite in district schools and buildings is an essential function of this job.

Physical Demands:

Must be able to walk and stand on tile flooring for up to seven hours per day or up to 1-2 miles per day.

Some work is performed in a typical office environment which may include everyday discomforts and distractions typical of office settings, such as proximity to colleagues, temperature variations, frequent interruptions and moderate noise.

Terms of Employment, Evaluation of Performance, and Salary:

The Dean is a Unit A bargaining unit position. Terms of employment, including evaluation of performance and salary, are in accordance with the current Unit A Collective Bargaining Agreement.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net "Employment Opportunities".

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