

**Central Dean Posting**  
**(Subject to budget availability)**

The Collective Bargaining Agreement between the Department of Education and the United Federation of Teachers allows the establishment of one Dean for up to 500 students, two Deans for 500-1,000 students, and three Deans for enrollment over 1000 (using the prior October 31<sup>st</sup> register) in elementary, middle and high schools without an SBO vote, by using this specific posting.

Posted Date:

**Positions:** Dean [                      ]

The candidate selected will serve as ☐.2 ☐.4 ☐.6 ☐.8 ☐Full Time

Term [                      ]

**Location:** [                      ]

**Qualifications:**

- Applicant is an appointed New York City teacher; tenured teacher preferred.
- Satisfactory record of punctuality and attendance.
- Rated S, D, E or HE in each of the last 2 school years.
- Demonstrated effective classroom management and strong record keeping skills.
- Demonstrated ability to establish and maintain a good rapport with students, parents and staff members.
- Willingness to learn with city-wide Discipline Code, Chancellor Regulations relating to safety, and procedures for suspensions.
- Willingness to learn and manage ATS, SWIS, OORS, SOHO systems.

In addition to the above criteria, schools may select up to three additional school specific criteria from the list below with agreement from the Chapter Leader. If no agreement is reached it may be escalated in accordance with the School Safety Climate and Culture Operational Procedures. Check all that apply:

- ☐ Ability to speak a specific language other than English (including proficiency in American Sign Language).
- ☐ Willingness to learn electronic student entry systems.
- ☐ Willingness to learn video surveillance systems.
- ☐ Willingness to learn scanning procedures.
- ☐ Willingness to attend specific training including (but not limited to) LSCI, TCI, and Conflict Resolution.
- ☐ Willingness to be trained in CPR, First Aid, and the use of the AED.

**GENERAL DUTIES & RESPONSIBILITIES:**

- Assist the school administration in establishing and enforcing school-wide policies and procedures to create and maintain a healthy and safe school environment.
- Assist in emergency situations involving students and/or staff.
- Assist with entrance and dismissal, hall sweeps, and in the cafeteria.
- Conduct conferences with students and parents/guardians.
- Participate in student suspension hearings (in school and at the Borough Hearing Office).
- Assist school administration with following the Chancellor's Regulations concerning safety and discipline, and all protocols as part of S.A.V.E. Legislation, the Citywide Behavioral Expectations, Respect for All, suspensions, the School Safety Plan, and the Consolidated Plan.
- Maintain accurate records and perform office duty that may include responding to parent phone calls, addressing discipline referrals, and preparing files.
- Confer with school administration, staff, students, parents/guardians, NYPD, community members, DoE representatives, and School Safety Agents on a regular basis concerning discipline and safety issues.
- Serve on BRT, Crisis Team, and School Safety Committee or other safety-related committees as appropriate.
- Collaborate on FBA/BIP/MDR process.
- Manage and review OORS data.
- In accordance with the collective bargaining agreement remain flexible with scheduling for early/late assignments as needed, including lunch. In addition, remain flexible regarding the need to support students who may be taken to the police precinct or hospital.
- Attend professional development sessions and may be required to provide professional development on topics related to School Climate, Culture, and Safety.
- Collaborate with guidance, clinical, and attendance staff.

**Hours and Salary:** As per the UFT Collective Bargaining covering classroom teachers

**Work Year:** As per the UFT Collective Bargaining covering classroom teachers

*Teachers who are interested in the above compensatory time Dean position must submit a letter of application, which includes how you meet the selection criteria, to the principal's secretary, in Room                      by close of business (                      ).*