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<b>Job Title:</b>	Dean of Students (K-4) and Attendance Manager (K-12)
<b>Department:</b>	Elementary
<b>Supervisor:</b>	Elementary Principal (Dean), ES/MS/HS Principals (Attendance)
<b>Agreement Type:</b>	194 Days
<b>Employment Classification:</b>	Exempt
<b>Supervisory Role:</b>	Supervises Attendance Office

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## Job Summary

The Dean of Students (K-4) at Dayton Christian School supports daily school operations with a focus on attendance, behavior, safety, and student well-being from a Christ-centered perspective. As part of the elementary leadership team, the Dean fosters a positive, biblically grounded school culture and collaborates with faculty, staff, and families to ensure consistent implementation of student policies in alignment with DCS's values of Unity, Scripture, Excellence, and Service.

The Dean of Students (K-4) also serves as the Attendance Manager (K-12). The Attendance Manager leads K-12 attendance efforts, ensuring compliance, supporting students and families, and promoting consistent attendance to enhance student success.

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## Essential Job Functions

- **The Dean of Students (K-4) oversees student-facing operations to support a safe, positive, productive, and developmentally aligned learning environment.**
- **Handbook Review & Implementation**
  - Collaborates in reviewing the Parent Student Handbook each year to ensure accurate documentation and explanation of current school policies and practices relating to school culture, discipline, dress code and attendance.
  - Implements and follows policies, regulations, guidelines, and procedures pertaining to student behavior and attendance to ensure compliance with school policies and for maintaining a positive school culture of learning and achievement.
- **Student Support and Behavior Management**
  - Addresses student behavior using restorative practices in alignment with biblical principles and school policy.
  - Supports students with ongoing behavioral needs through proactive intervention and collaboration with teachers and support staff.

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Dean of Students (K-4) and Attendance Manager (K-12)

- Provides direct communication with families regarding student conduct and intervention in a respectful and timely manner.
- Works collaboratively with school counselors and nurses to support student needs, referring potential counseling issues to the school counselors and medical issues to the nurses.
- Communicates clearly and timely, both verbally and in writing, with students, parents, and appropriate school staff regarding student behavior.
- **School Operations & Safety**
  - Collaborates with the Safety and Security Director to conduct tornado, fire, lockdown, and safety drills, ensuring faculty and students are appropriately equipped.
  - Promotes student safety and engagement by supervising students during arrival, dismissal, transitions, and unstructured times.
  - Assists with school events, such as field trips, field days, and admissions activities.
  - Accompanies field trips with classes requiring behavioral support.
  - Assists with admission interviews for prospective families, as needed.
- **Staff Collaboration & Professional Development**
  - Reviews behavior data and collaborates with faculty to implement individualized behavior strategies that foster academic success.
  - Facilitates professional development sessions related to student behavior, school culture, and consistent discipline practices.
  - Coordinates with teachers, counselors and special education and intervention teams to develop and monitor Tier 2 and Tier 3 behavioral support plans, including accommodations for students with 504 plans or behavioral diagnoses such as ADHD.
- **Discipline Administration**
  - Manages, administers, and documents disciplinary procedures such as family meetings, detentions, suspensions, and behavioral probation while ensuring they are done in a way that upholds each student's dignity.
  - Communicates with parents regarding disciplinary actions and logistical details (e.g., dates, times, expectations), ensuring transparency and collaboration.
- **Attendance Manager (K-12): Provides leadership for efficient attendance functions and improvement efforts**
  - Leads the development and implementation of systems for accurate attendance tracking and data reporting.
  - Monitors student attendance for policy compliance and coordinates follow-up for chronic absences.
  - Conducts family meetings and initiates attendance improvement contracts as needed.
  - Acts as liaison for students on leave, collaborating with teachers, parents, counselors, and administrators.

- Communicates regularly and professionally with families and school personnel regarding attendance concerns.
- **Benevolent Lunch Fund**
  - Oversees benevolent lunch fund processes for the elementary, ensuring students receive meals discreetly when accounts have insufficient funds.
  - Communicates with families following benevolent fund usage and monitors patterns indicating potential financial need.
  - Coordinates with counseling and administration when ongoing or escalated support may be required.
  - Supports donation education and “Pay It Forward” communication while preserving student dignity and confidentiality.

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## Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Confidentiality:** Maintains a high degree of confidentiality.
- **Judgment:** Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, and takes responsibility for communication including what is heard.
- **Teamwork / Morale:** Treats others with professionalism, gives and welcomes feedback, inspires the trust of others, displays a solution-driven mindset, offers assistance and support to co-workers consistent with this role, works cooperatively and collaboratively in group situations. Engages consistently in professional behavior.

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## Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

## Qualifications, Experience, and Education

- **Required:**
    - Bachelor's degree in education or related field
    - Valid teaching license
    - ACSI certification or willingness to obtain
  
  - **Preferred:**
    - Master's degree in educational leadership or similar field
    - Administrative licensure
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## Qualities and Traits

- Seeking longevity/commitment to DCS and the position.
  - Strong decision-maker who actively considers the needs of others in conjunction with DCS' mission, history, and culture.
  - Demonstrates a caring heart for people. Builds and maintains effective relationships across the DCS organization.
  - Excellent verbal and written communication skills, evidence of ability to provide Christ-centered spiritual leadership, effective listening, and experience navigating difficult conversations while focusing on resolving conflicts.
  - Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.
  - Ability to work cooperatively with students, staff, parents, and visitors.
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## Working Environment and Physical Requirements

- Ability to stand, sit, walk, and climb stairs at various times for various lengths of time.
- Ability to communicate effectively with those who may be experiencing heightened emotions.
- Ability to maintain emotional control under stress while focusing on the immediate needs of those we are privileged to serve.
- Ability to physically respond to emergencies (fire, tornado, intruders, etc.)
- Ability to move about the building, including sitting, standing, climbing stairs, etc.

*This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed. 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.*

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## Acknowledgment

I, \_\_\_\_\_ (*Print Name*) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**