

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: K-12 Dean of Student Intervention

Re-Advertise

OPEN: September 30, 2021

EXEMPT: Yes

SALARY: (12) \$38.16-42.74 p/h DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Principal

VACANCIES: 1

JOB SUMMARY: The Dean of Student Intervention primary job responsibility is the supervision, discipline, and monitoring of students. The Dean of Student Intervention, will work under the direction of the principal, implements, and enforces school board policies, administrative rules, and regulations. Will work cooperatively with the administrative team, support district-wide goals and initiatives, and be held directly accountable to the building principal.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Adheres to and enforces board policy, school guidelines, administrative directives, and district standards.
2. Works closely with the Principal and Student Support Director to enforce discipline guidelines and to maintain proper discipline and conduct.
3. Assists the Principal and LNEB in the development and administration of policies dealing with discipline, conduct, and attendance.
4. Assists general education and special education teachers in teaching pupils in citizenship and basic academic subject matters specified in state law and administrative regulations and procedures of the school district.
5. Assists general education and special education in management of coverage for student services.
6. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
7. Evaluates student's academic and social growth, keeps appropriate records, and prepares progress reports.
8. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
9. Communicates relevant policies and procedures regarding student discipline, conduct, and attendance to students, staff, and parents.
10. Assists the Building Principal with student expulsions
11. Meets bi-weekly with the Attendance and Data Coordinator, Truancy Officer and Student Support Director to review student attendance and data and create action plans to support students and families in need of assistance

12. Work closely with the Attendance and Data Coordinator to monitor student attendance, intervene when necessary and collaborate with LIBC's juvenile court system when necessary
13. Assists the Principal with daily administrative duties as assigned
14. Works with and assists faculty in the development of effective classroom discipline and organization.
15. Maintains an effective and safe school environment.
16. Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, injury reports, parent communications, and other paperwork as assigned.
17. Assists the administrative team in the development of an instructional budget each year.
18. Works as a team member to meet the system-wide needs of the district.
19. Assists in supervision of special events.
20. Support the development of student achievement reports and disseminate to community members and tribal officials as requested
21. Identifies student needs and cooperates with other professional staff members in assessing and helping to identify students learning needs.
22. Maintain the LNS operation record management systems with current attendance, discipline, parent contacts, assessment data, etc.
23. Serve as student advisor on school activities with involvement of parents and community members on matters specifically related to school issues.
24. Develop and implement incentive programs to enhance student attendance, student discipline and parent involvement as needed.
25. Maintain ongoing meetings with the supervisor regarding the student progress and other issues based on standards in place.
26. Performs other duties as assigned by the Building Principal or District Administrator.

MINIMUM QUALIFICATIONS:

- Washington State Certification in P-12 School Principal certification is *preferred* and/or currently enrolled in an Educational Leadership program and in good standing.
- Must have a MA (Masters) in Education or related field.
- 3 year's work experience as a classroom teacher
- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Professional experience in a leadership role; *preferred*
- Strong leadership skills and personal drive
- Demonstrated ability to coordinate projects and tasks closely with supervisor and follow prioritized task lists as well as manage multiple assignments simultaneously.
- Ability to use complex problem-solving skills to solve problems creatively and successfully.
- Must possess relevant and effective communication, personnel organizational skills relevant to maintaining effective departmental relations.
- Passion for Native American children and their families
- Ability to implement and assess programs to improve educational achievement
- Ability to build partnerships with community organizations, staff, parents, and community
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong communication skills both verbal and written

- An entrepreneurial spirit and a proven track record

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12 month Contract).
- Salary depends on qualification.
- 90 Day Orientation Applies

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.