

Position Title: Dean of Student Safety

Reports to: Principal and the Chief of School and Student Safety

Reporting to this position: None Salary: \$10 an hour (This is a part-time 20 hour per week position)

Job Summary

Under the direction of school administration, the Dean of Student Safety will assist in the establishment and maintenance of a safe and orderly environment for students throughout the school, lunch, recess period, school dismissal and after school programs.

Nature and Scope

Supervise students and maintain a safe and positive environment in the lunchroom, hallways, arrival & dismissal of students, after school programs and/or outside on the playground.

- Assist students with various tasks.
- Assist the principal/chief of school and student safety in emergency situations and provide basic first aid and/or CPR care.
- Understand and follow the school policies and procedures regarding supervision, discipline and other relevant matters.
- Manage minor disciplinary issues and/or report disciplinary issues or problems to principal/teacher.
- Maintain confidentiality regarding students at all times.
- Assist in cafeteria, as needed (i.e., wiping lunch tables).
- Direct movement of groups to and from playground/lunchroom/ arrival and dismissal.
- Direct group games and activities.
- Assume responsibility for play equipment.
- Provide a positive adult image to students, mentoring professionalism at all times.
- Participate in necessary training/in-service.
- Maintain appropriate professional relationship and demeanor with students.
- Perform other task required.

Qualifications

- High school graduate or a graduate of CEC Parent Scholar Program.
- Ability to supervise students in order to maintain appropriate safety and order.
- Ability to effectively communicate and establish relationships with students, staff, and community.
- Ability to react quickly to an emergency situation and show good judgment in handling such emergency.

- Must exhibit a pleasant personality and positive attitude toward working with students and others.
- Has, or is willing to obtain, first aid and CPR certification, as well as any other related training for the position.
- Physical capability to perform required job duties.
- Such alternatives to the above qualifications as the Chief Human Capital Officer of Talent Development and Human Resources may find appropriate and acceptable.