

ACESC Job Description 2022 Dean of Student Services

Qualifications:	Master's Degree in Educational Leadership or Ohio Department of Education Teaching License State Licensed Professional Clinical Counselor - LISW Ohio Department of Education Short Term Sub License
Experience	Minimum requirement of 5 years' experience in counseling, social work, or education with a focus on case management, crisis de-escalation, group and individual counseling.
Reporting To:	Director of Alternative Education
Job Goals:	<ul style="list-style-type: none">- Provide a safe environment of learning and support to students and teachers.- To assist in the development of problem-solving strategies in students that lead to improved behaviors/academics and a return to their home school.- To assist students in getting the assistance they need to be successful in both school and the community through referral, parent meetings, and linkage to providers.- To reduce stress levels amongst teachers and aides by providing support and intervention when requested.- Develop positive relationships with students and parents to ease the transition to an alternative program.- To assist Director and provide leadership in planning, coordinating and supervising special education services;- To assist Director in providing leadership toward enhancing the overall efficiency of special education services; as well as, educational opportunities and benefits to Individual children in alternative settings such as ED/JDC/Alternative schools.
Performance Responsibilities:	<ol style="list-style-type: none">1. Provide administrative support to Elementary, Middle School, and High School staff and students when Supervisor and/or Director are off campus; Coordinate educational services with Treatment Director and Director of Detention Center;2. Assist teachers and aides in classroom management and de-escalation of students in the classroom environment;3. Use Nonviolent Crisis Intervention as required;4. Address behavior reports with students and make recommendations to Director for short term, removal, or suspensions. Enter information into tracking system;5. Provide one on one educational assistant to students as required by staff;6. Provide problem solving, de-escalation and general brief counseling to students as requested by student, teacher, and/or parent;7. Provide a support for parents in regards to communicating with school staff and referral of services;8. Coordinate and link with community service providers, juvenile court, counselors and psychiatrist to ensure a quality continuity of care;9. Attend Psychiatrist/Counseling appointments as requested to describe school related issues;10. Advocate for the best interests of each student;11. Develop weekly Team Meeting Agenda and attend both Middle School and Elementary meetings;12. File charges with Probate as necessary (truancy, unruly, etc.);13. Assist with daily operations and maintenance of the Middle School and High School buildings as needed;14. To take initiative to do whatever needs done (serve lunches, move furniture, clean, general maintenance, etc.);15. To perform other related tasks as may be assigned by Director, Superintendent, or his/her designee.

**Physical/Mental/
Work Hazards**

Physical - potential to be assaulted (kicked, hit, bitten, hair pulled, spit on) and/or have to physically escort or restrain according to Nonviolent Crisis Intervention
Mental - potential for disappointment, stress, frustration

**Travel
Requirements**

Occasional travel to appointments, meetings and trainings

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel

February 2022