



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Dean/Conduct Counselor | School Based | Principal |

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| Position No: 61236 | Length of Work Year: 10, 11, or 12 Months |
| Salary Schedule: IN10, IN11, IN12 | Date Approved: 8/26/97 |
| FSLA: Exempt | Date Revised: 6/24/03; 8/24/20 |

| JOB GOAL |
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| The Dean/Conduct Counselor is directly responsible to the principal, with broad responsibilities to maintain a positive learning environment. This instructional role serves as a liaison between and among the principal, teachers, student body, and members of the community. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. Bachelor's Degree 2. Valid Florida Professional Educator Certificate. 3. A minimum of three years of successful teaching. 4. A demonstrated proficiency for effective student behavior modification. 5. A minimum of one year experience in supervising school related activities. 6. Ability to perform the functions of the position. |

| DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. To assist the principal in protecting the health and welfare of students. 2. To assist the principal in administering and interpreting school board rules, policies and procedures relating to student conduct. 3. To provide social skills instruction within the classroom. 4. To assist parents and faculty to utilize effective behavior modification techniques. 5. To counsel individuals and/or groups, and, when necessary, make appropriate referrals for testing, guidance, or psychological counseling. 6. To supervise before and after school activities as assigned by the Principal. 7. To collaborate/coordinate with ESE personnel and guidance personnel when appropriate. 8. As appropriate, to negotiate and monitor contracts with students and to recommend disciplinary action as warranted for infractions of school rules. 9. To maintain and promptly submit accurate, complete, and correct records as required by law, District policy, and administrative regulations. 10. To assist the principal in providing necessary services which will give the optimal education for students. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform other duties as assigned by the principal. |

| PHYSICAL DEMAND CLASS: |
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| Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required. |