

ROCK RIDGE SCHOOL DISTRICT JOB DESCRIPTION

Dean of Students - Life & Learning Center

Department	Special Education	FLSA Status	Exempt
Location	Life & Learning Center	Reports To	Special Education Director
Classification	Teacher on Special Assignment	Work Year	School year plus 6 additional days

Position Summary

The Dean of Students provides leadership and day-to-day operational support for the Rock Ridge Life & Learning Center, a specialized special education program serving students with significant academic, behavioral, social-emotional, communication, adaptive, and transition needs. The Dean promotes a safe, structured, and supportive learning environment; coordinates student services and building operations; and works collaboratively with students, families, staff, district leaders, resident districts, and community partners.

Essential Duties and Responsibilities

- Provide visible, consistent leadership throughout the school day and support the implementation of the district's mission, policies, procedures, and special education programming.
- Supervise students in classrooms and common areas, including arrival, dismissal, cafeterias, hallways, restrooms, school grounds, and transportation loading areas, to maintain safety and order.
- Support the implementation of students' Individualized Education Programs (IEPs), behavior intervention plans, crisis plans, and other individualized supports in collaboration with licensed staff and related-service providers.
- Monitor student attendance, tardiness, behavior, academic progress, and engagement; maintain accurate records; communicate concerns; and coordinate timely interventions or referrals.
- Track, review, and analyze student behavior data to identify patterns and trends; collaborate with teachers, paraprofessionals, related-service providers, and other staff to implement and monitor supports designed to reduce behavioral incidents and improve student outcomes.
- Respond to student behavioral incidents and crises using trauma-responsive, relationship-based, and least-restrictive practices consistent with district policy and applicable state and federal law.
- Coordinate restorative follow-up, re-entry planning, safety planning, staff debriefing, and parent/guardian communication after significant incidents.
- Serve as the district lead for special education transportation at the beginning of the school year, including coordinating routes and specialized transportation needs, communicating with families and transportation providers, addressing safety concerns, and supporting implementation of transportation requirements documented in student IEPs; then hand off the transportation document to district special education case managers to revise as needed throughout the school year.
- Coordinate and provide Crisis Prevention Institute (CPI) and Ukeru training, refreshers, coaching, and implementation support for special education staff; maintain training records and help ensure staff certification requirements are met.
- When qualified substitute or internal coverage cannot be secured for an absent special education teacher, provide classroom coverage to maintain student safety, instructional continuity, and required services.
- Assist with daily staffing assignments and coverage for special education teachers and paraprofessionals, and communicate staffing needs to the Special Education Director.
- Support staff in developing and maintaining consistent classroom routines, positive behavior supports, instructional expectations, and safe learning environments.
- Collaborate with teachers, paraprofessionals, school psychologists, related-service providers, nurses, transportation staff, and administrators to improve student outcomes.
- Communicate effectively and respectfully with students, parents/guardians, staff, resident districts, and community partners regarding student needs, progress, programs, and operational matters.
- Participate in IEP, evaluation, manifestation determination, conciliation, transition, and other student-support meetings as assigned and within the scope of the employee's role and licensure.
- Responsible for student schedules, emergency procedures, student arrival and dismissal procedures, drills, building safety plans, and other operational systems.
- Support professional learning, staff meetings, coaching, safety training, and staff debriefing aligned with building and district goals.

- Maintain confidentiality of student, family, and staff information in accordance with professional ethics, FERPA, IDEA, the Minnesota Government Data Practices Act, and district policy.
- Use relevant technology and district software proficiently for communication, documentation, scheduling, incident reporting, attendance, and student information.
- Attend workshops, seminars, conferences, and professional development as required.
- Perform other duties of a similar nature or level as assigned by the Special Education Director.

Knowledge, Skills, and Abilities

- Knowledge of special education law, IEP implementation, positive behavior supports, trauma-responsive practices, de-escalation, and crisis prevention.
- Knowledge of specialized transportation needs and safety considerations for students with disabilities.
- Ability to lead, coach, train, and collaborate with multidisciplinary teams while maintaining professional boundaries and confidentiality.
- Ability to make sound decisions during emergencies, manage competing priorities, and communicate clearly in difficult situations.
- Strong verbal, written, organizational, interpersonal, and technology skills.
- Ability to establish and maintain positive working relationships with students, families, staff, resident districts, transportation providers, and community partners.

Education, Licensure, and Experience

- Bachelor's degree in education, special education, or a related field; master's degree preferred.
- Valid Minnesota teaching license required; special education licensure strongly preferred.
- CPI instructor certification and Ukeru training/certification required or ability to obtain and maintain within a district-established timeline.
- Experience working with students with disabilities and supporting significant behavioral, social-emotional, communication, adaptive, or transition needs required.
- Experience with student behavior management, staff training, special education transportation, and school or program leadership preferred.
- Strong preference may be given to candidates who have achieved tenure in Rock Ridge School District or a similar public school district.

Work Year and Additional Paid Days

The regular work schedule is Monday-Friday from 8:00 AM to 3:30 PM. In addition to the regular school-year assignment, the Dean of Students will work a total of six additional days each school year, paid at the employee's daily rate of pay. The specific dates will be determined by the Special Education Director.

Physical and Work Requirements

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation. The role regularly requires standing, walking, sitting, speaking, hearing, reaching, and using hands and arms; may require stooping, kneeling, crouching, pushing, pulling, repetitive motion, and lifting up to 25 pounds. The employee must be able to respond promptly to student safety needs and follow trained crisis-prevention and protective procedures. Work may involve moderate noise, exposure to bodily fluids or bloodborne pathogens, and use of personal protective equipment.

Equal Opportunity and Accommodation

Rock Ridge School District is an equal opportunity employer. The district will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable law. This job description identifies the general nature and level of work performed and is not an exhaustive list of every duty, responsibility, or qualification.