

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-030 Issue Date: 03-08-12 Closing Date: 03-28-12

**Dean of Students
Yakama Tribal School
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular/Furlough**

The Dean of Students will work with the building Principal to instill a climate in the Tribal School that is conducive to student learning emphasizing mutual respect and safety. Promote good attendance rates, identify students with attendance issues or disciplinary problems and addresses those issues with parents to create a positive outcome. Conduct follow up to referrals from staff pertaining to student conduct and discipline.

Knowledge, Skills and Abilities:

- Knowledge to promote the mission, philosophy and vision of Yakama Tribal School, building internal/external partnerships that support district goals and enhance student learning.
- Knowledge to assist students to understand and embrace ethical conduct and values.
- Knowledge of education and attendance laws, rules and regulations, facilitating compliance with legal mandates.
- Skill to help administer the instructional program. Promotes academic excellence in a nurturing environment. Helps develop curriculum guides and course of study. Helps evaluate and recommend instructional materials.
- Skill to investigate student attendance and conduct concerns. Assist students and parent to understand legal requirements and the consequences of continued truancy and /or misconduct.
- Ability to assist students to acknowledge and manage responsible personal conduct.
- Ability to develop and implement motivational programs to improve student attendance.
- Ability to keep current with state academic content standards, benchmarks, and indicators.
- Ability to articulate a clear philosophy and shared vision of learning, upholding policies and implementing administrative guidelines/procedures.
- Ability to advance the professional image of Yakama Tribal School, maintaining open/effective communication. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Ability to Establish and maintain effective organizational, public and community relationships.
- Ability to help manage assigned academic, guidance, pupil services and student activities.
- Ability to assist staff in resolving problems that impede student participation in appropriate learning activities.
- Ability to prepare/maintain accurate records, submitting required paperwork on time.
- Ability to maintain the confidentiality of privileged information.

General Recruiting Indicators:

- A minimum of a bachelor's degree and either a K-8 or 4-12 Washington State Certificate. An administrative certificate is preferred, but not required. Prior experience as a secondary teacher (grades 6-12), advisory or administrator preferred, but not required.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid WA State Driver's License with the ability to obtain a Tribal Driver's Permit.
- Must have a First Aide/CPR card or ability to obtain upon hire.
- Must not have history of child abuse or neglect.
- Must have no history of drug or alcohol abuse.
- Ability to complete background check according to Yakama Nation Tribal School requirements.
- Preference given to qualified enrolled Yakama applicants.