

ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue
Ontonagon MI 49953
PHONE (906) 813-0614 FAX (906) 813-0615
Lisa Johnson, Superintendent

June 5, 2024

NOTICE POSITION OPEN

Dean of Students/Counselor/Teacher Position

The Ontonagon School District is looking for a Dean of Students/Counselor/Teacher position. This is a great opportunity for someone who is interested in a leadership role, in a small district and community. The position is fast paced, with a wide variety of responsibilities. The position will have work focused on facilitating Tier II and III behavior interventions, working in collaboration with the school social worker, the Superintendent, Assistant Principal, and staff focused with secondary students. The person will also take on traditional academic counseling responsibilities with secondary students, along with being the district's assessment coordinator. Additionally, the position will teach a few hours per day. The district will work in conjunction with the selected candidate based upon their teaching licensed area. A full job description is attached.

Requirements:

- Teaching License and experience teaching
- Either Counselor and/or Administrative License

APPLICATION DEADLINE: June 19 at 3:00 PM or until filled

Submit letters of application, resume, and references to:

Lisa Johnson, Superintendent
701 Parker Ave.
Ontonagon MI 49953

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953.

Ontonagon Area School District

Position Title: Dean of Students/Counselor/Teacher

Qualifications

Required: Teaching License and experience teaching
Either Counselor and/or Administrative License

Qualifications

Desired: A minimum of 5 years classroom teaching experience

Reports to: Superintendent

Supervises: None

Position Purpose: This position will assist the building principal in providing academic and social emotional support to students while also building relationships with families K-12. This position will also act as the assessment coordinator for the district.

Essential Functions and Dispositions:

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.
6. Strong ability to lead by demonstrating strong organizational skills and focused student-centered program planning.

Essential Role & Responsibilities:

7. Assists students in academic, attendance, and behavioral improvement
8. Promotes student engagement by identifying under-involved students, and connecting students to programs
9. Responsible for all student scheduling, transcripts, scholarship and college enrollment activities
10. Responsible for scheduling Student Online Learning program and working in collaboration with teachers.
11. Meets with students and families to work through issues and refers to appropriate services as needed
12. Assists staff in the collection and analysis of academic and behavioral data
13. Supervises and manages student behavior issues in common areas (hallways, lunchroom, gym) as needed.
14. Helps organize Tier 2 and 3 behavior interventions based upon student needs as determined by collaborative teams.
15. Acts as the districts assessment coordinator
16. Ensures that all individualized academic learning plans are completed and kept up to date
17. Serves on various school improvement committees related to engagement, behavior, and academics
18. Keeps administration and staff aware of student needs
19. Teach assigned classes (flexibility in assignment based upon license)

Job Description

Page 2

20. Ensures proper use of facilities
21. Other duties as assigned

Working Conditions:

1. Work involves disruptions of daily schedule.
2. Work involves frequent deadlines under pressure.
3. Work requires flexibility in adjusting to continuously changing situations.
4. Work entails a flexible daily schedule.
5. Work involves high level of decision making and the ability to keep information confidential.
6. Work involves travel in and outside the district.

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.