



Kaneland Community School District #302

47W326 Keslinger Road

Maple Park, IL 60151

Phone: 630-365-5111 Fax: 630-365-9428

Dean of Students

Basic Responsibilities: The High School and Middle School Deans serve as the primary Administrator for matters pertaining to student behavior and discipline. Additionally, the Dean serves as an active member of the school and District Administrative team.

Requirements:

- At least five years of successful experience as a certified educator.
- Demonstrated experience supporting students in successfully navigating the school environment.
- Demonstrated communication and interpersonal skills with students, staff, and community members.
- Valid Professional Educators License (PEL) with Administrative endorsement.
- Accreditation for Teacher Evaluation by the State of Illinois.

Duties:

- Make student-centered decisions
- Member of the school and District Administrative team
- Observe and evaluate staff in accordance with State and local requirements
- Proactively manage student behavior
- Communicate in a confidential manner with students, parents, and staff regarding disciplinary matters
- Know, understand, and use all tenets of State law governing student discipline
- Supervise and evaluate Security, Lunch Monitors, and Dean's Secretary
- Investigate student disciplinary cases
- Coordinate with school and District Administration regarding student discipline, supports related to all suspensions and internal/alternative educational settings
- Support the social/emotional learning of students, parents, staff, and community members
- Manage and report data from all student behavior and attendance software programs
- Work in close collaboration with Student Services and Departments
- Review, edit, publish, and distribute student handbooks
- Participate in District Safety Team
- Review, develop, recommend, and implement policies, subject to Board of Education approval, relating to student discipline
- Review and support behavior intervention plans for students with 504's and IEP's
- Coordinate with building administration, local first responders, and the District for school safety and mandated drills
- Collaborate with the Joint Homeroom Committee regarding the homeroom period
- Attend and supervise after-school, athletic, and extra-curricular events as assigned
- Curate all records, forms, documents and correspondence in a timely manner in accordance with local, state and federal requirements
- Other duties as assigned or created

Reports To:

High School Dean = Kaneland High School Principal
Middle School Dean = Kaneland Harter Middle School Principal