



<i>Position</i>	Dean of Students
<i>Location</i>	Morton West or Morton East
<i>Department</i>	Administration
<i>Reports To</i>	Principal
<i>Licensure</i>	Valid Illinois Professional Educator License with secondary teaching endorsement and General Administrative or Principal endorsement required. Qualified Teacher Evaluator designation.
<i>Qualifications</i>	Master's degree in Educational Leadership or equivalent required. Minimum of five years of successful experience in secondary education as a teacher, professional support staff or administrator. Skillful in both oral and written communication. Bilingual Spanish/English preferred. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
<i>Terms of Employment</i>	10 months
<i>Evaluation</i>	Annually
<i>Compensation</i>	Salary range of \$74,417-\$90,652. Dependent on experience and qualifications.

<i>Position Summary</i>
Results oriented high school Dean of Students who supports a vibrant school community to accomplish the mission of "Every Student Succeeds" by helping students achieve the fullest benefits from all programs, services and opportunities of the school. The Dean of Students works with a collaborative team to assume responsibility for maintaining school discipline and enforcing attendance policies.

Essential Duties and Responsibilities

Performance Responsibilities

- Works in close relationship with other Deans of Students so there is the same interpretation of school rules regarding all discipline and attendance policies.
- Participates in the development and implementation of policies to effect positive student behavior in the school.
- Supervises attendance, accounting procedures and provides leadership in developing related practices.
- Works cooperatively with the professional staff in all concepts of educational improvement.
- Evaluates certified and non-certified staff.
- Assists in the interpretation of school, and district programs, policies and procedures of the Board of Education and superintendent to students, parents, staff and superintendent.
- Participates in the development and implementation of school practices in all areas with other administrators in a management approach that is goal related.
- Participates in the coordination, implementation and supervision of co-curricular activities.
- Works with staff, community and government agencies on problems relating to drug abuse, truancy from school and other related education problems.
- Provides guidance and counseling to students, parents and teachers on problems relating to student behavior and attendance.
- Assists in developing and administering practices dealing with campus control and security.
- Assists in the supervision of all school functions.
- Recommends practices designed to maintain safe, healthful school facilities.
- Works with counselors, nurses and teachers in areas of pupil personnel services.
- Maintains accurate records of disciplinary actions.
- Participates in the implementation of state and federal programs and reports.
- In cooperation with the other Dean of Students, assumes responsibility for the building operation when the principal and assistant principal(s) are away from the school.
- Performs duties and other responsibilities as the principal may assign.

Other

- Acts and makes decisions in an ethical and equitable manner.
- Demonstrates values, beliefs and attitudes that inspire others to a higher level of performance.
- Participates in all district and building committee meetings, as assigned.
- Supervises district and building activities and operations, as assigned.
- Submits reports and studies as requested by the Principal.
- Attends interscholastic events and co-curricular programs as designated by the Principal.
- Performs other duties as assigned by Principal or designee.

<i>Physical Demands</i>

This position requires sitting, standing and walking for extended periods of time; ability to use a computer screen for extended periods of time. This position requires moving throughout the building and going to multiple floors throughout the day. Lifting, bending, carrying 20 lbs expected.
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<i>Work Environment</i>

This position is performed primarily indoors in a traditional school setting, with some outdoor activity expected. Evening and weekend participation is required.

<i>Job Description Revised</i>

January 30, 2025
