

**Medinah School District 11**  
**JOB DESCRIPTION** *(updated 7-30-24)*

**TITLE:**

Dean of Students

**QUALIFICATIONS:**

Current teaching certificate (Administrative endorsement preferred)

**REPORTS TO:**

Building Principal

**PERFORMANCE EVALUATION:**

The Dean of Students shall be evaluated consistent with the evaluation procedure collectively bargained between the Board of Education and MEA.

**JOB RESPONSIBILITIES**

1. Serve as a central resource person to all students.
2. Provide daily visibility in the halls, classrooms and exterior of building focused on positive student behavior and safety.
3. Attend team, SST, MTSS and other applicable meetings to communicate with staff on student progress/concerns.
4. Collaborate with the MTSS coordinators in the implementation of school activities such as pep rallies, celebrations, assemblies, classes, etc.
5. Support district MTSS goals focusing on data collection, PBIS, student achievement and interventions.
6. Conduct conferences with parents and all involved personnel regarding attendance concerns or disciplinary problems.
7. Deal with office managed behaviors by resolving and assigning consequences as defined by the student handbook (ie. dress code, physical altercations, illegal substances, etc.).
8. Enter/track/monitor/analyze data utilizing the student management system (Power School).
9. Follow up with students and staff to ensure follow through of interventions and/or consequences.
10. Ensure necessary disciplinary records are maintained for grade level students.
11. Review weekly truancy and attendance reports in collaboration with social worker, health office and administration.
12. Monitor attendance of grade level students having difficulty achieving their educational goals.
13. Coordinate with the social worker/team leaders regarding student progress toward the fulfillment of graduation requirements.
14. Plan and communicate safety drills for your building.
15. Serve as a liaison with local agencies (Police, Fire, etc.).
16. Review and ensure all staff and students are updated on the crisis plan.
17. Manage bus referrals and communication with First Student.
18. Share responsibility of attending after school activities grades 3-8.
19. Lead and oversee lunch and recess supervision/transitions focusing on positive behavior and safety.
20. Support clubs, extracurriculars and athletics for your building.
21. Perform other tasks/duties as assigned by the principal and/or district office.