

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Dean of Students – Middle & High Schools

Qualifications:

1. Illinois Administrative Licensure (preferred) or progressing toward Illinois Administrative Licensure
2. Master's Degree or above (preferred) or progressing toward a Master's Degree
3. Prior teaching and/or administrative experience at the level to be assigned (preferred)
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Principal or Associate Principal

Supervises: Non-licensed personnel as assigned

Objective: To proactively monitor student attendance and discipline in order to further student academic progress and promote a safe, positive school climate and culture

Performance Responsibilities:

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum and assists in monitoring implementation, with emphasis on the social/emotional curriculum
- B. Maintains high standards of student conduct and enforces discipline, as necessary, to provide a proper learning environment
- C. Proactively addresses issues that arise to minimize disruptions to the school and maximize instructional time for each student
- D. Assists in establishing a building time schedule and calendar that provides maximum learning time
- E. Assists in communicating and defining building level goals and objectives that are consistent with the District curriculum
- F. Monitors, in conjunction with the administrative team, student progress and relies on performance data to make decisions

II. SCHOOL MANAGEMENT

- A. Implements and monitors the effectiveness of all Board of Education and building level policies and procedures
- B. Plans, administers, and supervises the use of school facilities
- C. Prepares and maintains reports, records, lists, and all other paperwork as assigned by the Principal
- D. Analyzes student data as directed by the Principal
- E. Attends and actively supervises extracurricular activities
- F. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security
- K. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, fundraising activities, and commencement activities

III. SCHOOL/COMMUNITY RELATIONS

- A. Acts as a liaison between the school and the community, interpreting activities and policies of the school and District while encouraging community participation in school life
- B. Participates in building advisory committees
- C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives
- D. Coordinates mailings, news releases, and other forms of communication

IV. SUPERVISION AND EVALUATION OF PERSONNEL AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, hiring, and assigning employees
- B. Makes recommendations regarding District policies and negotiated agreements
- C. Supervises non-licensed personnel (as assigned) and makes recommendations regarding their employment, transfer, promotion, or dismissal
- D. Assists in planning and administering staff development activities and handbooks
- E. Ensures that all staff are allocated and used effectively and efficiently
- F. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability
- G. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
- H. Performs all other duties necessary to the position and such other duties as may be assigned by the Board of Education or the Superintendent of Schools

V. OTHER RESPONSIBILITIES

- A. Participates in District meetings and such other meetings as are required or appropriate
- B. Performs other related duties as assigned

Terms of Employment: Salary, benefits, and work year to be established by the Board of Education

Evaluation: Performance will be evaluated by the Principal in accordance with the District's plan for evaluation of administrative personnel

FLSA Status: Exempt

Status: Created March 30, 2016