



Position Description

Dean of Students

Salary Level: per AEA Agreement

Prepared Date: February 14, 2012

Contract/Benefits: per AEA Agreement

Prepared by: Rita D. Perez

Department or Area: Building Level

Approved By:

Reports To: Principal or Assistant Principal

Qualifications:

1. Pursuing a master's degree from an accredited institution with a major in educational leadership, educational supervision, or a related field that will result in PA principal certification.
2. Hold or be able to obtain a valid and current Pennsylvania Teaching Certificate.
3. Minimum of three (3) years of successful teaching experience.
4. Willingness to work beyond the regular teaching day if necessary.
5. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
6. Knowledge of and flexibility in the use of computers and software programs typically used in school administration.
7. Excellent written and oral communication skills.
8. Such additional or alternatives to the above qualifications as the board may determine appropriate and acceptable.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Assists the building principal or assistant principal in directing and coordinating educational, and administrative activities consistent with the charge of improving student achievement by performing the following duties as requested by the principal.

Essential Duties and Responsibilities

1. Assists in coordinating the educational program under the direction of the principal to ensure conformance with state and school board standards.
2. Assists in making classroom observations with the principal with the intent to train as an evaluator once qualified.
3. Confers with teachers, students, and parents concerning educational and behavioral problems in school.
4. Assists with the design and implementation of projects and programs that will meet the specific needs of students.
5. Plans, organizes, and assists with the implementation of school activities.

6. Assists with building discipline, student, faculty, and staff attendance, and class schedules, cumulative records, and grade reporting ensuring that all are consistent with district policies and regulations.
7. Assists with the requisitioning and allocation of supplies, equipment, and instructional material as needed.
8. Assists with planning and directing building maintenance.
9. Facilitates and assists with the administration of educational programs for students with special needs.
10. Writes reports, correspondence, , and memoranda for review by the principal.
11. Presents information and responds to questions from groups of faculty, support staff, students, parents, and the general public under the direction of the principal.
12. Computes pupil/teacher ratios, percentages, and interprets graphs and other data pertinent to educational leadership to assist the principal.
13. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the principal.

Supervisory Responsibilities

Deans are not permitted to evaluate personnel since they are not fully certified as an administrator by the state. Personnel evaluations must be done by the principal or a certified administrator. The opportunity for the dean to accompany the certified administrator throughout the evaluation process, however, must occur to emphasize the importance of instructional leadership.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Gives and welcomes feedback; Contributes to building positive morale;

Leadership Skills

Displays passion and optimism; Develops workable implementation plans; Communicates changes effectively; Prepares and supports those affected by change; Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Includes faculty and staff in planning and decision-making; Makes self accessible to faculty, staff, and students; ; Continually works to improve supervisory skills; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others; Observes safety and security procedures when appropriate; Determines appropriate action to ensure compliance with safety and security guidelines; Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions;.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands

The physical demands described here are representative of those that must be met by a dean to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the dean is regularly required to talk or hear. The dean is frequently required to walk, climb stairs, bend, and lift. The dean is required to use hands to fingers or handle documents, telephone, etc. The dean is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position