



CRETE-MONEE SCHOOL DISTRICT 201-U JOB DESCRIPTION

Job Title: Lead Administrative Dean
Location: Crete Monee High School
Reports to: Building Principal

Position Level: Certified/Administrative
FLSA Status: Salary/Exempt
Date Prepared: February 2026

Job Summary:

The position of Lead Administrative Dean is established to provide building-level leadership for the implementation, consistency, and continuous improvement of student management systems, restorative and behavioral practices, and safety coordination.

The Lead Administrative Dean monitors and supports process fidelity across Administrative Deans, coordinates daily operational collaboration with security personnel in conjunction with the Director and Assistant Director of Safety and Security, and serves as a key advisor to the Building Principal regarding discipline trends, crisis response, and overall school climate.

Supervisory Responsibility:

Staff assigned

Qualifications:

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to exercise independent judgment and discretion in administrative matters
- Knowledge of student discipline law, due process, and equitable practices
- Skill in data analysis, systems coordination, and problem-solving
- Strong written and verbal communication skills with diverse stakeholders
- Ability to maintain confidentiality and demonstrate student-centered, non-judgmental decision-making
- Strong organizational, collaboration, and facilitative leadership skills
- Ability to perform all duties following the Board of Education policies, regulations, and administrative procedures

Education, Licensure, & Experience:

- Illinois Professional Educator License with General Administrative Endorsement (or equivalent)
- Demonstrated experience in student discipline, behavioral systems, and school safety procedures
- Minimum five (5) years of teaching and/or administrative experience preferred
- Experience with MTSS, PBIS, restorative practices, or related behavioral frameworks preferred
- Meets state requirements for evaluation of licensed staff, if applicable

Essential Job Functions:

- Coordinate and monitor implementation of the building's student management and discipline systems to ensure consistency, equity, and alignment with district policy
- Provide process leadership and calibration across Administrative Deans regarding discipline procedures, documentation practices, and restorative or behavioral interventions, without direct supervisory authority
- Monitor implementation of the building student management plan to promote fairness, consistency, and equitable outcomes for students
- Guide Administrative Deans in maintaining accurate discipline records, compliant documentation, and effective communication protocols with students, families, and staff
- Review discipline, attendance, and behavioral data; prepare reports; and provide recommendations to the Principal for improvement of policies, procedures, and interventions
- Ensure discipline practices comply with district policy, state and federal law, due process requirements, and equity expectations



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- Serve as the building's primary administrative liaison for safety coordination, collaborating daily with security officers and district safety leadership
- Support implementation and monitoring of school safety protocols, emergency procedures, and drills
- Participate in and help lead threat assessment, crisis response, and post-incident review processes, serving in a significant but not primary command role
- Maintain communication with community and governmental agencies related to student safety, truancy, and welfare
- Serve as the administrative representative on PBIS, MTSS, RtI, restorative practices, and related student support teams
- Coordinate with the Restorative Justice Facilitator to align restorative practices with discipline systems and behavioral supports
- Confer and collaborate with psychologists, social workers, counselors, and other professionals regarding student interventions and support planning
- Facilitate clear and consistent communication among administration, staff, students, families, and community partners regarding expectations for behavior, safety, and student support
- Support professional learning and staff development related to student management, restorative practices, behavioral supports, and safety procedures
- Assist with student supervision and school activities during and outside of regular school hours as assigned by the Principal
- Provide the Principal with regular updates and analysis related to discipline trends, safety concerns, and school climate indicators
- Exercise independent judgment, discretion, and administrative decision-making in matters affecting student management and building safety
- Perform other duties as assigned by the Building Principal consistent with the scope and intent of the position

Physical Requirements:

- Move throughout the school building and campus to monitor student activity, safety conditions, and school operations, with or without reasonable accommodation
- Respond to student or safety situations that may involve standing, walking, or light physical effort
- Occasionally exert up to 20 pounds of force and frequently exert up to 10 pounds to move objects

Working Conditions:

- Loud environment at a standard acceptable level
- Extremes of temperature and humidity
- Hazards include stairs and communicable diseases

Term of Employment:

- Twelve-month position
- Administrative salary and benefits established by the Board of Education

Evaluation:

- Per Board of Education policy 5:320 *Evaluation*

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may change at any time with or without notice. This document does not constitute an employment contract.