JOB DESCRIPTION

POSITION TITLE: DEAN OF STUDENTS

REPORTS TO: Assistant Principal for Building Operations

SUPERVISES: Non-certified Staff in Deans’ and Attendance Office

POSITION OBJECTIVE: To enforce and apply the Board of Education policy and Illinois School Code provisions regarding the maintenance of discipline and attendance within the school.

MINIMUM QUALIFICATIONS
1. Administrative License (Illinois)-preferred
2. Two years teaching experience at the high school level

REQUIRED SKILLS
1. Ability to read, interpret, and explain materials from professional journals and books, including school code and legal documents
2. Ability to make effective presentations
3. Ability to interpret and analyze data
4. Ability to interact effectively with a variety of audiences and individuals
5. Ability to interpret and administer board policy, administrative procedures and State Law

PERFORMANCE RESPONSIBILITIES/SPECIFIC JOB RELATED TASKS:

Shares with principal the responsibility for protecting health and welfare of students

Duties
● Assists students in establishing high standards of conduct
● Properly addresses the improvement of student attendance and discipline
● Reports illegal acts to the proper authorities
● Coordinates with other deans to ensure coverage at all school events at which coverage is necessary.
● Confers with students and parents on security matters
● Coordinates with outside organizations and agencies
● Assists in developing and administering practices dealing with campus control and security
● Patrols buildings and grounds

Investigates and resolves all discipline problems in a fair and just manner

Duties:
● Investigates student complaints and grievances.
● Interviews students and witnesses in disciplinary investigations
● Investigate, adjudicate, and monitor minor infractions of the school code in the form of progressive discipline such as detentions, classroom referrals, Saturday detention, and in-school suspension
● Suspends students from school in accordance with Board policy and state law
• Re-enters students upon completion of out-of-school suspensions, facilitates student/teacher re-entry meetings, and provides Peer Mediation to resolve student conflicts
• Maintains disciplinary records required by policy, regulation, law or good practice
• Presents the school’s case in due process proceedings for suspension and expulsion

Oversees all matters of student attendance

Duties:
• Communicates with parents, teachers and Pupil Personnel Services teams on student attendance.
• Investigates attendance issues
• Assigns students appropriate consequences for truancy
• Decides if absences are excusable under state law and board policy
• Advises students and parents on ways to improve attendance
• Oversees student attendance record to ensure all absences are adjudicated
• Compares information or data with other records for verification

Counsels individual students and, when necessary, works with Pupil Personnel Services teams to make appropriate referrals for testing, guidance or psychological counseling

Duties:
• Assists students in establishing high standards of conduct
• Provides input as needed for student placement and evaluation
• Makes referrals to other professional staff members in the District
• Advises on modification of program to meet individual student needs
• Meets weekly with Pupil Personnel Services teams
• Attends Review Board as needed
• Works with Student Assistance Program coordinator to develop proactive disciplinary interventions
• Coordinates and refers students to the suspension reduction program
• Assists new students with transitioning to school

Makes recommendations for appropriate revisions of and assists in the interpretation of programs, policies and procedures affecting students’ lives in school

Duties:
• Confers with parents, teachers, counselors, support service personnel and students on matters of discipline and welfare
• Acts upon own discretion in matters not covered by Board Policy
• Develops policy recommendations for the Board’s consideration and action
• Implements and enforces Board Policies
• Prepares administrative reports

Provides and maintains appropriate communication with family and community, including law enforcement agencies and the judicial systems.

Duties:
• Works with community and government agencies on problems relating to drug abuse and truancy
• Works cooperatively with local police agencies and the School Resource Office on security matters
• Serves as liaison between school and home

Dean of Students
● Serves as liaison between school and juvenile court
● Serves as liaison between school, police and School Resource Officer
● Represents the school system at community meetings and conferences

**Administers and represents the Deans, Attendance Office and Security**

**Duties:**
● Serves as a member of the management team
● Purchases, under approved procedures, items of supply and equipment necessary for the operation of the school system
● Works with the Assistant Principal for Operations to plan and coordinate work of assigned staff members
● Assists with evaluation of departmental Support Staff

**D219 LEADERSHIP STANDARDS**

(including associated Board Goals - [http://www.niles-hs.k12.il.us/district/district-information/5-year-goals](http://www.niles-hs.k12.il.us/district/district-information/5-year-goals))

1. Recognizes and celebrates: (a) my accomplishments, (b) colleagues’ accomplishments, and (c) student accomplishments (1)
2. Articulates a clear vision for quality teaching and learning (2)
3. Aligns the curriculum and instructional programming with the school’s or district’s mission, vision, and values (3)
4. Develops meaningful annual goals and action plans for the school (1, 2, 3, 4, 5)
5. Effectively distributes leadership responsibilities to peers (5)
6. Promotes high expectations for all faculty and staff (1, 2, 3, 4, 5)
7. Upholds a professional standard of personal conduct (1, 2, 3, 5)
8. Manages effectively the development, evaluation, and revision of the school’s or district’s instructional programming (1, 2)
9. Maintains a rigorous and developmentally appropriate instructional program for the school/district (1, 2)
10. Assists administrative and teaching staff in the preparation and delivery of instructional materials (1, 2)
11. Coordinates instructional programming among and between content areas, grades, and/or schools (1, 5)
12. Assists faculty in aligning instruction to local, state, and/or national learning standards (2)
13. Implements a clearly defined plan for (a) ELLs and (b) Exceptional learners (1, 2)
14. Promotes the effective use of instructional technology (3)
15. Aligns the assessment program to the district’s and/or school’s curriculum (2)
16. Monitors the effectiveness of the school or district’s assessment programming for all levels of student ability (2)
17. Uses student achievement data to improve teaching and learning processes (2)
18. Helps teachers and administrators use assessment results to enhance teaching and learning (2)
19. Keeps informed of the latest research and practice (1, 2, 3, 4, 5)
20. Encourages the use of research-supported instructional and assessment practices (1, 2, 3)
21. Supports the recruitment, development of quality personnel (1, 2, 5)

Dean of Students
22. Implements innovative and effective ways of improving the professional practice of faculty (1, 2, 3)
23. Establishes clear criteria for professional growth (2)
24. Provides constructive feedback (1, 5)
25. Plans, administers, and monitors professional development (1, 2, 3, 5)
26. Projects a demeanor that is welcoming, supportive, and engaging (1, 2, 3, 5)
27. Is an effective instructional leader (1, 2, 3, 4, 5)
29. Voices disagreement without creating unnecessary conflict (1, 2, 3, 5)
30. Collaborates with administration and faculty when developing goals (1, 2, 3, 4, 5)
31. Provides meaningful counsel to administrators and faculty (1, 2, 3, 4, 5)
32. Is accessible to faculty, staff, etc. (1, 2, 3, 4, 5)
33. Communicates effectively with the school community (5)
34. Implements efficient administrative procedures to support the teaching and learning functions of the school (2)
35. Manages school operations (e.g. staffing, budgeting, and compliance) effectively (4)
36. Provides oversight of all aspects of academic programming (1, 2, 3, 4, 5)
37. Assumes responsibility for the implementation of policies (1, 2, 3, 4, 5)
38. Directs effectively the activities of employees in the school to ensure continuing operations (1, 2, 3, 4)
39. Allocates the necessary financial and physical resources to support the accomplishment of goals (4)
40. Is engaging and articulate in public forums (5)
41. Generates enthusiasm for the collaborative efforts of our school (4)

**PHYSICAL DEMANDS:**
While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

**WORK ENVIRONMENT:**
The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

**TERMS OF EMPLOYMENT:** 195 days, with comprehensive benefit package.

**SALARY RANGE:** $85,000 - $110,000

**START DATE:** August, 2014.

**PERFORMANCE EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.
Apply on-line at: www.niles-hs.k12.il.us

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High School District 219 is an Equal Opportunity Employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant’s ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.