



GLENBROOK HIGH SCHOOL DISTRICT 225  
3801 W LAKE AVENUE  
GLENVIEW, IL 60026

## **Associate Dean of Students Job Description**

Department:	Administration
Location:	GBS
FLSA Status:	Exempt
Retirement System:	Teachers' Retirement System of Illinois (TRS)
Term:	198 Work Calendar GBS
Unit Classification:	Administrative
Wage Classification:	Annual Salary
Supervisor:	Building Principal

### **Position Summary**

The Associate Dean of Students is responsible for promoting building safety and contributing to the development of a positive and welcoming climate. The Associate Dean of Students is responsible for investigating and resolving all student discipline concerns in accordance with Board Policy and the Illinois School Code.

### **Education and/or Experience and Qualifications**

- Master's degree in Educational Leadership or related field.
- Professional Educator License with a General Administration or Principal endorsement.
- Minimum of three (3) years experience in a High School preferred.
- Current knowledge pertaining to best practices in student discipline and student safety.
- Ability to work positively and productively with adults and high school-age students.
- Ability to present and produce documents at a high level of sophistication.
- Ability to make rational decisions, problem-solve and effectuate change.
- Ability to establish and maintain collaborative relationships with a wide range of staff members.
- Ability to be articulate in both the formation of policy and procedures and their interpretation to staff, students and the community.
- Ability to be firm but fair, with a holistic approach for respect for individual problems and needs within the framework of institutional requirements.
- Ability to act with tact and sound judgment.
- Ability to remain calm under pressure and provide leadership in emergency situations.

## Essential Functions

1. Implements and enforces Board of Education policy regarding student conduct and discipline in accordance with the Illinois School Code, ensuring all students receive appropriate due process.
2. Follows procedures designed to resolve disciplinary problems through due process using restorative practices and Multi-Tiered System of Supports.
3. Creates a climate in which discipline is regarded as an individual student responsibility in which preventive rather than punitive action is nurtured.
4. Investigates and resolves all discipline problems in a fair manner.
5. Serve as an advisor to the Assistant Principal of Deans on matters related to student behavior, accountability, attendance, safety, and discipline.
6. Participates in a program that will actively and continuously involve the Student Support Teams (counselors, social workers, psychologist, and other appropriate staff) in individual problem resolution.
7. Serve as the administrative consultant on the Student Services problem-solving teams when needed.
8. Assists with in-service and professional development programs for staff relative to student behavior, attendance and safety.
9. Contributes to the hiring and evaluation of Deans' Office personnel.
10. Provides and maintains appropriate communication with staff, family and community, including law enforcement agencies and judicial systems.
11. Collaborates with the Safety and Security team to ensure that any safety concerns are communicated and addressed.
12. Provides continuing support for classroom teachers in maintaining appropriate classroom environments and proper student behavior.
13. Supervises extracurricular activities and athletic events.
14. Oversees all matters of student attendance.
15. Shares with the principal and assistant principal for the dean's office the responsibility for protecting the health and welfare of students.
16. Assists with the training and supervision of the Instructional Assistants assigned to the Deans' Office.
17. Serves as an active participant in emergency crisis planning and drills.
18. Manages Saturday detention schedule and attendance.
19. Coordinates new teacher orientation for the Deans' Office.
20. Attends conference workshops, and seminars involving school safety, discipline, and student wellness.
21. Performs special projects and assignments at the direction of the Assistant Principal of Deans and/or designee.

## District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the authority of others.
3. Maintains high visibility and supports all building staff and students at programs and events.

4. Maintains open communication with all building and district staff members through various meetings to ensure information is disseminated in a timely manner.
5. Recognizes staff, as appropriate, for their actions and achievements.
6. Communicates and promotes high expectations for teaching and student learning in a variety of contexts, media, and publications.
7. Promotes the use of data-informed decision-making in various contexts, including curriculum design, assessment, and evaluation, and oversees the design of student intervention programs that support school improvement initiatives and college and career readiness.

## **Skills Required**

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain composure in difficult situations to keep a respectful and friendly environment for students and staff.
- Ability to establish and maintain effective working relationships with staff members and students.
- Ability to communicate in English clearly and concisely, both orally and in written form.
- Ability to maintain and grow current job skills as directed.
- Ability to use electronic devices and commonly used software, including student management and grade book software, finance software, Microsoft Office, Google Apps for Education, and other cloud-based software. Must have the capacity to learn and become proficient with new computer software as needed with minimal guidance.
- Ability to perform essential duties with an awareness of school district requirements and Board.
- Proficient with PCs, tablets, and other mobile electronic devices.
- Demonstrated aptitude for the work to be performed
- Demonstrated aptitude as a self-starter who works with minimal supervision
- Effective human relations and problem-solving skills
- Strong orientation toward providing customer service
- Strong work ethic and organizational skills
- Ability to maintain confidentiality

## **Physical Demands**

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

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- The employee is frequently required to stand, walk, operate office and computer

equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.

- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
- The employee may occasionally lift and move up to 30 pounds, such as file boxes.

## **Work Environment**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low; however, occasionally, the noise level will be moderate or high.
- The pace of the work tasks is considered fast.
- Work is at multiple job sites daily.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of duties performed in this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Glenbrook High School District 225 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The District has a policy of active recruitment of qualified minority employees, licensed and non-licensed. Individuals requiring assistance completing an application for this opening should contact the Human Resources Office.

Revised - November, 14 2023