

# Oswego Community Unit School District 308

## Job Description Form

**Job Title:** Dean of Students

**Location:**

**Division/Department:** Teaching and Learning

**Reports to:** Principal

**Title:**

**Level/Grade:**

Cert

TRS

**Type of position:** Per contract

☐ Full-time

☐ Part-time

☐ Contractor

☐ Intern

**Hours** Per contract

**Work Year:** Per Contract

☐ Exempt

☒ Non-Bargaining

**General Description:**

### Performance Responsibilities:

- Manage the behavior of students on school grounds in order to develop and maintain the proper educational environments.
- Manage the behavior of students at extra-curricular activities to maintain the proper environment.
- Take actions regarding discipline policies and procedures in those cases where student referrals are forwarded to the Dean's office.
- Take actions regarding attendance policies and procedures in those cases where student referrals are forwarded to the Dean's office.
- Communicate regularly with students/teachers to develop and maintain positive school relationships.
- Communicate weekly with counseling team to provide timely intervention to academic and behavioral problems in order to ensure student success.
- Communicate regularly with parents and the community to develop and maintain a positive school/community relationships
- Coordinate and direct the functioning of the Dean's office, including evaluation of secretaries in coordination with the Director of Guidance.

- Assist the Principal in administrative meetings and other activities as assigned. Preside over designated committees as evidenced by agendas, memorandums and reports to the Principal.
- Enforce student parking regulations on campus.
- Supervision of Dean's Assistants.
- Oversee and assign staff supervision.
- Student Transportation:
- Log all complaints and maintain a file on any specific problems.
- Supervise the issuance of parking stickers and maintain database Junior and Senior autos.
- Lockers:
- Coordinate locker assignment program.
- Handle concerns/complaints regarding lockers.
- Develop a plan for in-school suspension program.
- Assign cafeteria supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Education Requirements: Type 75, Administrative license is required.**