



**Job Title:** Dean of Students

**Department:** General Education

**Reports to – Title:** High School Assistant Principal or Principal

**Term of Employment:** 196 Work Days

**Type of Position:** Full-time

**Hours Per Day/Week:** 8 per day, 40 per week, excluding lunch

**Evaluation:** Annually

**Level/Grade/Exemption:** Certified/TRS/Non-Exempt

### **QUALIFICATIONS:**

- Illinois Professional Educator License (PEL) with a General Administrative endorsement

### **ESSENTIAL FUNCTIONS:**

- Candidate should be focused on being proactive and building relationships with students
- Monitor and enforce student behavior expectations within the student Rights and Responsibilities for a caseload of about 700 students in a fair and consistent manner; provide due process disciplinary reviews; attend hearings as needed
- Monitor student attendance and regulations pertaining to truancy.
- Maintain consistency when dealing with student behavior incidents in violation of the student Rights and Responsibilities.
- Demonstrate best practices and implementation of successful student behavior management strategies through a trauma sensitive lens
- Facilitate resolution of student conflict through incorporating restorative practice
- Create and coordinate positive student interventions and supports
- Assist the efforts of teachers in maintaining student conduct consistent with the student Rights and Responsibilities.
- Establish effective communication with students, teachers, parents and administrators regarding student discipline interventions and attendance.
- Focus on student growth, goals, and incentives in response to behavior and academic needs.
- Communicate with school and district administration about important matters related to student attendance and discipline and school safety and security
- Maintain confidentiality of private, protected information when interacting with students, parents, staff and community members
- Maintain a strong level of knowledge regarding educational law as it pertains to managing a caseload of general education and special education students
- Actively contribute weekly in building leadership team and administration team meetings in auditing, modifying, and refining various areas of building operations and academics.
- Work collaboratively with Student services and security personnel.

- Participation in the planning and implementation of the school crisis plan.
- Work cooperatively or consult with local community agencies such as police, fire, health and family services, juvenile court, etc. in appropriate situations.
- Lead student services teams to develop multi-tiered systems of support for students on caseload and develop student support action items
- Collaborate with students regarding relationships and behaviors in need of support and work with students and families in developing appropriate outcomes and repairing harm done.
- Able to assist in the evaluation of certified staff and non-certified staff
- Support, encourage, provide feedback, and observe teachers in the evaluation process.
- Provide supervision for students throughout the regular school day and at dances, assemblies, and extra-curricular events
- Performs other related tasks as assigned by the Assistant Principal or Principal.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

#### **EXPERIENCES:**

- Previous administrative or teaching experience at the secondary level is preferred.
- Familiarity with the Danielson Framework for evaluation and a willingness to become a certified evaluator.