DeKalb CUSD 428 — Job Description

Position Title: Dean of Students, High School
Department: DeKalb High School
Reports To: Building Principal
FLSA Status: Exempt
Work Year: 200 Days
Affiliation: Unaffiliated
TRS Eligible: Yes

Position Objective
The Dean of Students supports the Principal and Assistant Principals in leading student discipline, attendance, and school climate efforts at the high school. Through a proactive, community-based approach, the Dean builds positive relationships with students to prevent misconduct, reinforce schoolwide behavioral expectations, and promote a safe and inclusive learning environment. The Dean supports PBIS implementation, collaborates with student services personnel, and ensures consistent and fair application of the Student Handbook. The role also includes selected staff evaluation responsibilities as assigned.

Success Metrics (Key Performance Indicators)
Performance will be evaluated using role-aligned indicators including:

1. Student discipline and attendance outcomes
2. School climate and culture indicators
3. Fidelity of PBIS implementation
4. Consistency and fairness of behavioral interventions
5. Collaboration with counselors and student services
6. Staff evaluation effectiveness (when assigned)
7. Safety and supervision effectiveness

Essential Duties and Responsibilities

1. **Student Discipline and Attendance**
   - Support and collaborate with assistant principals responsible for discipline and attendance
   - Address student disciplinary and attendance matters daily
   - Confer with assistant principals regarding major or chronic student concerns
   - Assign consequences consistent with the Student Handbook
   - Promote restorative and corrective approaches to behavior

2. **School Climate and PBIS Leadership**
   - Serve as an active member of the PBIS Green Team
   - Attend PBIS Yellow Team meetings as needed
   - Reinforce and communicate schoolwide behavior expectations to students and staff
   - Participate in school improvement processes related to safe and healthy learning environments

3. **Student Services Collaboration**
   - Work closely with high school counselors and other student services personnel
   - Support interventions that address academic, behavioral, and attendance concerns
   - Collaborate with School Resource Officers in proactive and investigatory capacities
   - Serve on the District Safety Task Force

4. **Staff Evaluation and Support**
   - Evaluate teachers as assigned by the Principal
   - Participate in evaluation of selected non-certified staff

- Support annual review and revision of the Student Handbook in collaboration with assistant principals

5. **Supervision and Safety**
   - Provide supervision during the school day
   - Assist with supervision of extracurricular events including athletics and fine arts
   - Collaborate with safety and security personnel to ensure a secure learning environment

Professional Responsibilities
- Ensure all actions comply with Board policy and District mission, vision, and values
- Participate in professional growth and required training
- Perform additional duties as assigned by the Principal

Qualifications

Required
Illinois Professional Educator License with General Administrative endorsement

Education and Experience
Master's degree from an accredited institution with training in administration, supervision, and curriculum development
Three to five years of successful teaching or school administrative experience preferred
Secondary-level experience preferred

Knowledge, Skills, and Abilities
- Leadership grounded in effective human relations and continuous improvement
- Strong communication, presentation, and interpersonal skills
- Demonstrated effectiveness working with diverse student populations
- Understanding of MTSS frameworks, particularly PBIS
- Ability to build positive student relationships
- Sound judgment and consistent decision-making
- Visible and accessible leadership presence
- Ability to manage multiple priorities and complex situations

Core Competencies (Districtwide Expectations)
1. Student-centered leadership
2. Positive school climate development
3. Restorative and equitable practices
4. Collaborative teamwork
5. Operational reliability
6. Ethical decision-making

Supervisory Responsibility
Provides direct supervision of students and participates in evaluation of certified and non-certified staff as assigned.

Working Conditions
Work is performed in a school environment with frequent interaction with students, staff, and families. Occasional outdoor and off-campus supervision is required. Standard office and instructional technology equipment is routinely used.

Travel
Primarily local travel during the workday. Occasional out-of-area or overnight travel may be required.

Physical Demands
The role requires regular standing, walking, speaking, hearing, and active supervision throughout the building and campus. Occasional lifting of materials may be required.

Additional Responsibilities & Disclaimer

This job description outlines the general nature and level of work performed and is not intended to be an exhaustive list of duties. Responsibilities may change at any time with or without notice based on District needs.