VACANCY NOTICE

Belvidere Central Middle School

The following position is available for the 2020-21 school year:

Dean of Student - 9 month (anticipated)

DATE REQUIRED: August 17, 2020
QUALIFICATIONS / EXPERIENCE DESIRED: PEL with General Administrative endorsement
SALARY RANGE: $55,000.00 to $60,000.00 based on experience

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-0301

Posting: April 6, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status.
Job Description

Position: Dean of Students - CMS

Reports to: Principal

Qualifications: PEL with General Administrative endorsement

Terms of Employment: 180 Days (Teacher Calendar)

Supervision: Certified and Non-Certified Staff

Basic Function: Responsible for assisting the Principal with leadership, direction, supervision, operations and accountability at the high school.

Performance Responsibilities: The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities and frequency may vary depending upon building assignments and other factors.

1. Implementing building and district student discipline program.
2. Monitor daily student attendance and prepare relevant reports.
3. Create partnerships with parents and community.
4. Supervise certified and employees as an instructional leader by evaluating teaching Performance.
5. Supervise and evaluate non-certified staff.
6. Address building management concerns by working with custodial staff, office staff, teachers and District staff including applying school-wide safety and emergency procedures as needed.
7. Coordinate lunch supervision, lunch detention and lunch expectations for students.
8. Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
9. Work with our Tier 1 and II PBIS teams to support structures within the school.
10. Perform other duties assigned.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Administrator Evaluation Plan.