

POSITION DESCRIPTION

Position:	Administrative Dean
Purpose:	Provide assistance to the Principal/Associate Principal in the administration of the total school program with particular focus on student support and management.
Primary Customers:	Internal: Students, principals, staff External: Parents
Position Qualifications:	Education/Certification: <ul style="list-style-type: none">● Master's degree required● Secondary Teaching license required.● Administrative license required. Experience: <ul style="list-style-type: none">● Minimum of three years of successful teaching experience or related experience working with students● Secondary schools supervisory experience preferred. Qualifications: <ul style="list-style-type: none">● Knowledge of district policies and procedures, student management and discipline.● Previous coursework/training in the areas of conflict management, restorative practices, students with special needs, student management, creative problem solving, small group dynamics, and social services.● Proficient in technology and demonstrated written and verbal communication skills.● Ability to set priorities, handle multiple tasks, organize tasks, take direction from several sources, and give work direction.● Ability to be patient, flexible, and work with adolescents and families.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring Each Student Every Day

Essential Responsibilities:

- 1. Management and Supervision.** Work with principal to plan, organize, guide, evaluate, and direct the implementation of all school activities including building administration, instruction, communication, and staffing. Assist the principal in leading teachers, students and families to insure a safe and respectful environment for all staff and students. Assist the principal to evaluate licensed and classified staff focused on district initiatives and leading to performance improvement. Use successful strategies to positively impact employee relations. Assist with classroom observations and evaluations of teachers, and all employee groups.

Result: Staff is well trained and will perform as an effective and quality team. A safe and

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respectful learning environment is created and maintained for students. The school is efficiently managed and supervised.

- 2. Student Support.** Collaborate with the administrative team to execute student management plan including procedures for conflict management, restitution, suspension, dismissal, and re-entry of students. Assist with student attendance program. Assist in the implementation of IEP meetings as administrative designee. Assist in the development, implementation, and monitoring of Individual Learning Plans for "at risk students.". Participate as a member on the building MTSS team.

RESULT: Site student support and management plan is fully implemented. Discipline policies, IEPs, ILPs are maintained to produce a well – supported student body.

- 3. Communication and Public Relations.** Collaborate with the administrative team to maintain open communication with staff, parents, students and the community. Serve and provide leadership on various building and district committees. Assist in the establishment and maintenance of liaisons with external agencies such as social service, law enforcement, and child protection. Assist the administrative team with the parent organization, providing information to parents concerning school related matters. Develop effective parent, school, and community relationships that build consensus and cooperation.

RESULT: Communication is collaborative and builds consensus in order to create partnerships among schools, parents, business, and community.

- 4. Staff Development.** Arrange or provide in-service programs designed to assist staff in their work with "at risk students," in cooperation with district staff and professional development site teams. Provide opportunities for staff to increase their understanding of equitable student management practices.

RESULT: Staff is continuously trained in student support and management, and cultural competence.

- 5. Other duties as assigned.**

Standard Measures of Accomplishment:

1. Staff is well trained and will perform as an effective and quality team. A safe and respectful learning environment is created and maintained for students. The school is efficiently managed and supervised.
2. Students are supported through attendance monitoring, discipline plans, the building intervention team, and IEP implementation.
3. Communication and relationships with the administrative team, building staff, district staff, parents and community is consistently maintained.
4. Staff development in student support and management, and cultural competence is continually enhanced.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their

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supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number: AST EPHS Admin Dean
Hours/Week: 40
Days/Year: 216 days/10 months

*Hours and days of service are established by the school district and are subject to change according to district need. Evening events and activities are an expectation of this position.

Working conditions are determined by written agreement between the Administrative-Supervisory-Technical Employees and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor the building principal.