



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Administrative Dean	<b>Department:</b> Teaching and Instruction
<b>Immediate Supervisor:</b> Building Principal	<b>FLSA Status:</b> Exempt <b>Classification Level:</b>
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools’ mission, vision and core values, the Administrative Dean is responsible for providing administrative assistance and support to the Building Principal. The Administrative Dean is the primary administrator and coordinator of day-to-day student management and attendance matters. Under the direction of the Building Principal, and the guidance of the Director of Teaching and Learning, the Administrative Dean provides instructional leadership and staff development opportunities for faculty and staff.	

### Section II: Essential Duties and Responsibilities

Provides building and student management and supervision.

1. Works with principal/administrative team to plan, organize, guide, evaluate, and direct the implementation of all school activities including student management, instruction, communication, and building staffing.
2. Executes building’s student management plan including procedures for restorative practices, conflict management, restitution, suspension, dismissal, and re-entry.
3. Coordinates student attendance program as directed.
4. Assists the principal in the implementation of district-wide special education initiatives and attends and participates in IEP meetings as administrative designee, as necessary.
5. Assists in the development, implementation, and monitoring of individual learning, intervention, and 504 plans to support student academic success.
6. Acts as a key member of the building’s multi-tiered system of supports (MTSS) team.
7. Supports the building’s student registration, staffing and scheduling processes.
8. Assists the principal in leading, coordinating and facilitating crisis management procedures.
9. Facilitates the administration of district and state student assessment programs and data collection and management.
10. Assists with supervision of after school and evening activities.
11. Participates in the direction and facilitation of the building’s parent-teacher organization (PTO).
12. Complies with local, state, and federal laws.

Recruits, hires, develops, supervises, and evaluates licensed and non-licensed employees.

1. Collaborates with principal to establish processes and systems to ensure a high-quality and high performing faculty and staff including those for interviewing and selecting, training, mentoring, and coaching.
2. Evaluates licensed and non-licensed employees using District 273 performance rubrics, tools, and

other evaluation instruments as assigned.

3. Provides work direction, supervision, promotion, redirection and discipline of faculty and staff.

Plans and executes professional development for licensed and non-licensed employees.

1. As guided by the Director of Teaching and Learning and building principal, plans, implements, and facilitates professional development opportunities for licensed and non-licensed staff.
2. Assists the principal with the implementation of future-ready competencies and related programming aligned to the Portrait of Well-Rounded Edina Graduate.
3. As guided by the Director of Teaching and Learning, facilitates the curriculum review and decision-making processes, and implements curriculum decisions and research based instructional practices.
4. Engages data and assessment literacy practices to advance the professional learning community (PLC) process for all grade-level and specialist teams.
5. Ensures practices that align with a culturally proficient school systems aimed at reducing the student achievement gap. Advances building efforts to create empowering learning spaces that emphasize inclusion and culturally responsive pedagogy.
6. Assists the principal in the implementation of the district's comprehensive literacy framework.
7. In partnership with the principal, and with the guidance of the Director of Teaching and Learning, facilitates the implementation of tier one social and emotional learning curriculum.

Performs other duties of a comparable level or type, as required. Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district, and departmental meetings. Keeps abreast of changing developments, trends, and technologies.

### **Section III: Essential Skills Required to Perform Position Duties**

- Building effective, collaborative relationship with administration, employees, students, families, and community.
- Ensuring the use of culturally competent school system practices to meet the needs of each and every student.
- Recognizing and coaching quality teaching practices to ensure student learning.
- Demonstrating leadership and supervisory skills.
- Understanding of and ability to work effectively with staff and students.
- Providing human relation, presentational and communication skills needed to effectively interact with all stakeholders.
- Presenting complex concepts in an understandable and appropriate manner to diverse stakeholders.
- Using judgment and discretion in handling issues in accordance with district policies and procedures.
- Prioritizing, organizing, and managing time and project activities.
- Establishing and maintaining professional and courteous working relationships with colleagues, students, parents, and the community.
- Planning, organizing, and overseeing community relations projects and events.
- Willingness and ability to supervise students in all areas of building and school grounds.

## Section IV: Minimum Work Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS:</b> Minimum education and experience required for the position.	Master's Degree and a minimum of five (5) years of teaching experience required.
<b>LICENSE/CERTIFICATION REQUIREMENTS:</b>	Minnesota teaching and administrative licenses are required.

## Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
Total	

Title of Positions Indirectly Supervised
Building faculty and support staff.

## Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand		x			Up to 10 pounds		x		
Walk		x			Up to 25 pounds		x		
Sit			x		Up to 50 pounds	x			
Use hands to finger, handle or feel			x		Up to 100 pounds	x			
Reach with hands and arms		x							
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**Classification History:** Job description created by ISD 273 Human Resources 3.2023.