

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	1	

JOB TITLE	CONTRACT REFERENCE
Dean of Students	Fridley Education Association Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	June 2005

JOB SUMMARY The essential purpose of the dean position is to assist students, their parents, the staff and community members in their involvement in the educational process.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Provide basic and comprehensive services to individual students which would include: <ol style="list-style-type: none"> a. Assist in career related decisions b. Development of a career resource center c. Assist students with class related or other personal problems. d. Assist the student in the registration process. e. Assist in the administration of testing such as PSAT, PLAN, MCA, BST, NWEA, ASVAB, and supply the interpretation of these tests f. Form and conduct support groups g. Provide referral information regarding chemical dependency to students h. Interpret information maintained in the student's permanent record i. Confer with students about credit needs, graduation requirements, credit checks, and schedule adjustments j. Provide service to special needs students and participate in "child study team" and IEP meetings k. Manage 504 plans l. Assist the activities program with NCAA eligibility
2.	Provide services and information to parents which would include: <ol style="list-style-type: none"> a. Contact parents regarding student's problems and respond to their inquiries b. Participate in evening information sessions. c. Provide referral assistance d. Provide financial aid information and assist with post secondary educational plans e. Arrange parent/teacher conferences clarifying and discussing expectations of student's abilities

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3.	Provide comprehensive assistance to staff concerning student problems which would include: <ul style="list-style-type: none">a. Help in attendance problemsb. Represent the school district in diversion hearings for truancyc. Assist the administration with re-admission conferencesd. Assist the administration with student discipline.e. Arrange parent/teacher conferencesf. Provide background information on special needs studentsg. Confer with students referred by staff or administrationh. Conduct and participate in in-service training
4.	Provide services to the successful operation of the school process including: <ul style="list-style-type: none">a. Participate in the supervision of activities along with other deans and administratorsb. Serve as liaison person or consultant to parent groups, middle school, or Community Education.c. Register and schedule studentsd. Coordinate post secondary programs such as PSEO, CIS, and APe. Serve on school committeesf. Serve on advisory committeesg. Chaperone school eventsh. Assist in any situation needed to encourage a healthy school environment
5.	Provide services to the community including: <ul style="list-style-type: none">a. Serve as liaison to public and private agenciesb. Coordinate scholarship programc. Speak to community agencies such as Rotary or Lions Clubsd. Provide information and assistance to former students
6.	Other duties as assigned

QUALIFICATIONS (Specific training or job experience required before appointment)

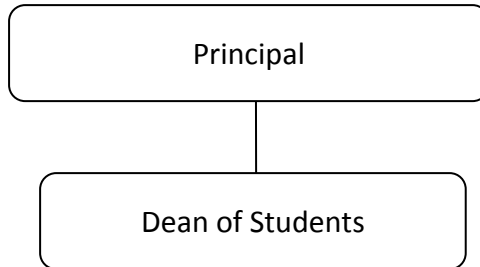
- Hold a baccalaureate degree from a college or university that is accredited
- Minnesota Department of Education School Counselor or Administrative Licensure

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.