

Lapeer Community Schools JOB DESCRIPTION

1	Job Title	Dean of Students Dean of Students/Evening Support Dean of Students/Building Athletic Manager
2	Employee Group/Benefit Group	Non-Union; Manager/Coordinator
3	Reports To	Building Administrator Building Administrator/Athletic Administrator
4	General Description of Position & Responsibilities	
	The dean of students is a salaried position responsible for assisting with the supervision of students, assisting with coordination of student activities, directing work of non-certified staff, and serving as building communication coordinator, as assigned. Such supervision may occur before, during, and after the normal school day. Assistance with coordination of student activities may include planning and organization of student extra-curricular activities as well as supervision of the staff assigned to supporting such activities. The dean of students reports to and is directed by the building administrator(s).	
5	Essential Job Duties	
	Specific duties are determined by the building administrator and may include, but are not limited to, the following: • Supervise and assist students in their school activities. • If determined by building administrator, coordinate and direct non-certified staff. • Manage, supervise, assist with, and assign office routines if determined by building administrator. • Coordinate administration of necessary first aid. • Manage safety, tornado drills, fire drills, as directed by the building administrator(s), and process accident reports pertaining to students and staff. • Coordinate emergency response in absence of building administrator(s). • Manage and supervise building usage for before, during, and after school activities. • Handle student transportation and bus problems. • Manage student behavior matters; perform investigation of student discipline problems, impose penalties within prescribed parameters established by building administrator(s), and prepare related recommendations for the building administrator(s). • Assist with student-parent affairs by working with the building administrator(s), parent-teacher groups, parents and students on curricular and extra-curricular activities. • Coordinate services with agencies and community organizations. • If assigned, manage student enrollment and student records. • If assigned, develop/manage building schedules and routines in cooperation with the building principal. • Contact parents, as needed, in regard to any duties described herein. • Serve as building communications coordinator in cooperation with the Coordinator of Communications and District Services, as assigned. • Coordinate and/or supervise building extra-curricular program responsibilities as assigned.	
6	Auxiliary Job Duties	
	Perform other duties as assigned by	
7	Minimum Requirements	
	• high school diploma and two years of related college work or two years of related work experience required; • Computer aptitude and ability to use technology to create, analyze and manipulate data and information • Ability to effectively work with students, parents, employees, and others • Ability to effectively direct work of non-certified staff and other staff assigned to support student extra-curricular activities • Ability to exercise initiative and effectively work independently • Demonstrated organizational ability • Capable of using effective oral and written communication skills including public speaking, good	

	listening skills, and development of grammatically correct letters and reports • Successful completion of any District-initiated training program(s)	
8	Preferred Requirements	
	Bachelor's degree and experience in human services area preferred	
9	Work Year	
	Dean of students generally have a 200 day work year. Principals who supervise deans of students will establish the specific work days within the 200 day work year. Additional days beyond 200 may be approved when necessary. In addition to the 200 work days referenced above, Dean of Students with evening supervision responsibilities are expected to complete approximately 10 additional evening supervisory activities annually. Dean of Students/Building Athletic Managers are expected to complete approximately 40 additional evening supervisor actives annually. 40 hours/week minimum (specific hours to be assigned and subject to change to accommodate building needs); after school and evening responsibilities may require longer work days and/or schedule adjustments (flex time).	
10	Compensation	Defined in Individual Contract