



HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Dean

Qualifications

- A valid Florida educator's certificate
- Three (3) years of successful experience in teaching
- Knowledge of curriculum and/or discipline program design, implementation and evaluation in the assigned area as reflected in job performance assessment.
- Satisfactory clearance of a Criminal History Records check and drug screening.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Additional Desired Qualifications:

- Prior experience as Assistant Principal, Dean, Teacher, or Teacher/Dean
- Knowledge of Pinnacle and Genesis computer programs
- Completed or working on a Masters Degree in Educational Leadership

Job Goal

Principal or designated supervisor

Reports To

To assist the Principal or Assistant Principal in tasks and responsibilities for promoting the educational well being of each student in the school.

RESPONSIBILITIES/DUTIES

- Maintain a positive, organized, and safe learning environment.
- Establish and use behavior management techniques which are appropriate and effective.
- Assists in enforcement of school rules, administrative regulations, and board policy
- Establish and maintain effective and efficient record keeping procedures including student records subject to the requirements of the Family Rights and Privacy Act.
- Manage time effectively and fulfill professional responsibilities.
- Instruct and supervise the work of volunteers and paraprofessionals when assigned.
- Provide instruction on safety procedures and proper handling of materials and equipment.
- Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

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- Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- Collaborate with peers to enhance the instructional environment.
- Assist others in acquiring knowledge and understanding of a particular area of responsibility.
- Engage in continuing improvement of professional knowledge and skills.
- Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignments.
- Acts in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- Support school improvement initiatives by active participation in school activities, services, and programs.
- Maintain student records according to established guidelines.
- Establish an effective working relationship with outside services and make appropriate referrals for law enforcement and psychological, social work, health, or community services.
- Keep abreast of school/student legal issues and follow established procedures.
- Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- Maintain confidentiality regarding school/workplace matters.
- Demonstrate initiative in the performance of assigned responsibilities.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- Understand, support, and enforce the Hendry County School Board's Student Code of Conduct.

PHYSICAL REQUIREMENTS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Calendar Months: 11 Month

Salary Schedule: Administrative **Pay Grade:** Base

Salary and Benefits as determined and approved annually by Hendry County School Board.

EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

Revised: 09/20/2024

Adopted: 10/01/24

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ADDITIONAL CONDITIONS

Conditions for continued employment if applicable:

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____