HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Dean of Students (Middle School or High School)
JOB CODE: 000352 GRADE: AP/Dean Salary Structure CONTRACT LENGTH: Varies
IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY:
Counsels and disciplines students; supervises teacher instruction; performs administrative tasks including four-year graduation plans (if High School); enters and withdraws students, and monitors student attendance.

ILLUSTRATIVE DUTIES:
▪ Counsel and discipline students.
▪ Supervise teacher instruction.
▪ Supervise general administrative tasks.
▪ Schedule students into classes. Withdraw students.
▪ Prepare four-year graduation plans.
▪ Monitor students’ attendance.
▪ Perform other job-related duties as assigned.

POSITION REQUIREMENTS:
Education:
▪ Master’s degree from accredited college or university required
▪ Mid-Management Certification

Experience:
▪ At least three years of classroom teaching and/or school administrative experience required.

Other Requirements:
▪ Ability to use district administrative software.
▪ Proficiency in the state teacher appraisal system (PDAS).
▪ Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
▪ Ability to establish and maintain effective working relationships both internal and external to the district.
▪ Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.
▪ Ability to lift and carry up to 25 pounds, stoop, kneel, crouch, walk, twist, bend, climb, and/or be mobile.
▪ Ability to travel throughout the district and city.
▪ Valid Texas Driver’s License with appropriate insurance coverage.