

Joliet Township High School

- POSITION TITLE:** Dean
- REPORTS TO:** Coordinator of Pupil Personnel Services
- QUALIFICATIONS:** Professional Educator License
General Administrative Endorsement
- JOB GOAL:** To assist in the establishment and maintenance of appropriate student behavior at school and school-related activities.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plans.
- Maintain a culture of high expectations.
- Demonstrate organizational ability.
- Provide clear and consistent direction to staff on a continuing basis.
- Introduce, promote, and develop constructive ideas.
- Demonstrate collaborative leadership.
- Demonstrate integrity and ethical behavior.
- Demonstrate sound judgment.
- Serves as a member of the building PPS and Special Services Team.

PROFESSIONAL RESPONSIBILITIES

- Assist the building administration with the development of the Classroom (School) Management Plan.
- Assist the building administration with the implementation of the Classroom (School) Management Plan.
- Supervise student behavior in the building, at student activities, on school grounds, on school transportation, and at off-campus, school related events.
- Initiates appropriate corrective action in all cases of excessive student absence, tardiness, and truancy.
- Participate in conferences with teachers, parents, or other staff, relative to student discipline and/or attendance.
- Collaborates with appropriate persons regarding student's attendance and follows through on all attendance cases needing attention.
- Collaborates with appropriate persons regarding student's discipline and other school related matters.
- Collaborates with law enforcement and community agencies regarding student attendance and discipline.
- Collaborates with special education services to ensure proper implementation of student's IEP in the area of discipline.
- Assists in the New Teacher Orientation Program.
- Conducts follow-up of any implemented PPS services and interventions.
- Attend and participate in small learning community meetings.

- Available to students, parents or staff prior to the start of the day and for an appropriate period of time after the school day.

STAFF SUPERVISION AND EVALUATION

- Evaluate PPS clerical staff

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures that pertain to student discipline and attendance.
- Assist in the preparation of the Student Handbook.
- Assist with the coordination of the school calendar.

RECORDS AND REPORTS

- Process and maintain all disciplinary and intervention paperwork.
- Maintain accurate student attendance and discipline records.
- Process and maintain student discipline records, to include suspension and expulsion recommendations in accordance with School Board Policy and Illinois School Code.
- Inform the PPS Coordinator of newsworthy items.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge.
- Demonstrate the ability to self evaluate objectively in terms of leadership, performance and professional growth.
- Maintain a schedule of continuous professional growth through workshops, conferences, and district leadership seminars.

OTHER

- Perform such other tasks and assume other responsibilities as may be assigned by the PPS Coordinator, Principal or Assistant Principal.

Terms of Employment: Ten-Month contract as per teacher contract

Evaluation: Performance to be evaluated annually in accordance with the School Board policy.

Salary: Salary to be determined in accordance with teacher contract.