

PLAINFIELD SCHOOL DISTRICT 202

Job Description

Position: Dean

Reports to: Certified Evaluator (Building Administrator)

Qualifications:

A Valid Illinois State Board of Education teaching certificate with certification and or endorsements necessary to perform the duties and responsibilities of the position assigned to work.

Willingness to sponsor and/or participate in extra-curricular activities related to specific teaching position.

Responsibilities:

Demonstrates support for the vision, mission, beliefs and goals of District 202

Upholds and demonstrates compliance with established laws, regulations, District 202 policies and procedures

Demonstrates compliance with the Illinois Professional Teaching Standards

Demonstrates compliance with the language of the Association of Plainfield Teacher's Contract

Demonstrates an understanding of the Evaluation Framework as adopted by Plainfield School District 202

Performs responsibilities as outlined within the Evaluation Framework as adopted by Plainfield School District 202

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective function of the work unit

Perform the General Duties set forth in this job description

Physical Requirements:

Perform the physical tasks necessary to monitor, supervise and physically assist students throughout the school day during a variety of instructional activities

Report to the assigned site on a regular basis

Must be able to function effectively in an active, loud environment

Must be able to adapt to changes in the work environment as circumstances require

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential functions

Required for Employment:

Completion of new hire documents

Pre-employment physical exam

Pre-employment Tuberculosis test

Illinois State Board of Education certifications registered in Will County, Illinois

Official College/University transcripts with conferred degrees

Required Plainfield School District 202 tutorials

Criminal justice fingerprint /background clearance

Fair Labor Standards Act Status

Exempt

General Duties including Skills, Knowledge and Abilities – Dean

Planning and Preparation

- a. Demonstrates Knowledge of Disciplinary Theory and Techniques
- b. Demonstrates Knowledge of Child and Adolescent Development
 - Knowledge of the Learning Process in Relationship to Student Behavior
 - Knowledge of Students' Interests and Cultural Heritage in Order to Promote a Positive Climate
 - Knowledge of Students' Special Needs in Order to Promote a Positive Climate
- c. Establishes Goals for the Disciplinary Program Appropriate to the Setting and the Students Served
- d. Demonstrates Knowledge of State and Federal Regulations and of Resources both Within and Beyond the School District
- e. Plans the Disciplinary Program, Integrated with the Regular School Program to Promote a Positive Climate
- f. Develops a Plan to Evaluate the Disciplinary Program

Classroom Environment

- a. Creates an Environment of Respect and Rapport
- b. Establishes a Climate for Productive Communication Organizing Time Effectively
- c. Manages Routines and Procedures
- d. Establishes Standards of Conduct and Contributes to the Climate for Student Behavior throughout the School Norms and Expectations for Positive Student Behavior
- e. Organizes Physical Space

Delivery of Service

- a. Assesses Student Needs
- b. Responds to Referrals; Consults with Teachers and Administrators
- c. Develops and Implements Treatment Plans to Maximize Students' Success
- d. Uses Mediation Techniques in Individual and Classroom Programs
- e. Brokers Resources to Meet Student Needs
- f. Demonstrates Flexibility and Responsiveness

Professional Responsibilities

- a. Reflects on Practices
- b. Maintains Accurate Records and Submits Them in a Timely Fashion
 - Collaborates with Teachers and Administrators
- c. Communicates with Families
 - Information about Individual Students

- d. Participates in a Professional Community
 - Involvement in a Culture of Professional Inquiry
 - Participation in School and District Projects
- e. Engages in Professional Development
 - Receptive to Feedback from Colleagues
- f. Shows Professionalism
 - Service to Students
 - Decision Making
 - Compliance with School and District Policy

Employee Signature _____ Date _____