
MUNDELEIN



HIGH SCHOOL

JOB DESCRIPTION

TITLE: DEAN OF STUDENTS

QUALIFICATIONS:

- Type 75 Administrative Certificate/PEL.
- Three or more years of grades 9-12 teaching experience.
- Demonstrated success in restorative practices.
- Bilingual (Spanish) preferred.

JOB GOAL:The Dean of Students is primarily responsible for fostering a safe, respectful, and inclusive school environment by promoting positive student behavior, addressing disciplinary issues fairly, and supporting students' social-emotional development.

REPORTS TO: Assistant Principal of Student Services

PERFORMANCE RESPONSIBILITIES:

- Implement restorative practices as a means of constructively managing conflict and reducing exclusionary discipline.
- Lead student investigations related to behavior incidents, ensuring due process and accurate documentation, and appropriate assignment of consequences.
- Collaborate with Student Support Teams to determine appropriate interventions for student support.
- Monitor student attendance weekly and implement timely interventions to improve outcomes.
- Communicate behavioral/attendance concerns proactively with parents/caregivers.
- Serve as a member of the Building Leadership Team.
- Act as primary liaison between the school and Mundelein Police Department.
- Provide supervision for school events including but not limited to dances, athletic events, extracurricular activities, etc.

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ADDITIONAL DUTIES: Performs other related tasks and/or duties as assigned by the administration.

TECHNICAL SKILLS: The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL REQUIREMENTS: The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and be able to lift up to 40 pounds.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district business, athletic events, and professional meetings as required.

TERMS OF EMPLOYMENT: This is a 10-month position.

SALARY: Salary range is \$110,000-\$150,000.

APPROVED BY THE BOARD OF EDUCATION:

FLSA STATUS: Exempt

PERFORMANCE EVALUATION: ISBE state approved Principal Evaluation Plan