

·JOB DESCRIPTION

TITLE: Dean of Students

QUALIFICATIONS:

1. Enrolled in Master's Degree program with a major in educational administration.
2. A valid state certified teaching license and working towards administration license.
3. At least four years of experience in public school teaching and/or administration and supervision.
4. Such alternatives to the above qualifications as the Board may, from time to time, find appropriate and acceptable.
5. The individual should possess the ability to work harmoniously and effectively with teachers, students, and administrators.

TERMS OF
EMPLOYMENT: Ten month year. Salary is based on certified salary placement plus administrative stipend.

REPORTS TO: Principal

EVALUATED BY: Principal

SUPERVISES: Assists in supervision of teaching staff members, coaches and paraprofessionals assigned to the school.

JOB GOAL: To serve in concert with the building principal in implementing the philosophy and aims of the school and the district as they relate to the instructional practice of the school; and to foster the highest possible standards of student conduct and achievement, instructional excellence and school morale.

PERFORMANCE RESPONSIBILITIES USED IN THE EVALUATION OF THE ASSISTANT PRINCIPAL:

INSTRUCTIONAL LEADERSHIP

Fifty percent of the Dean of Students time shall be devoted to instructional leadership.

1. Planning and Monitoring the Instructional Program.
 - a. Participates in the planning structure by assisting the principal in the school improvement processes;
 - b. Assists the principal in monitoring the educational programs;
 - c. Maintains poise, a good mental attitude and leads from a positive approach.
2. Curriculum and Instruction
 - a. Assists in the development, revisions and evaluation of the district curriculum;

- b. Assists the principals in budgeting instructional and non-instructional school time;
- 3. Assists the Principal in Staff Selection and Supervision
 - a. Assists in the recruiting, screening, hiring, and assigning of the schools' staff;
- 4. Communications and Human Relations
 - a. Works at knowing the community;
 - b. Works at good human relationships with students, staff, parents and community members;
 - c. Assists in communicating school goals for the education of students to staff, parents and students;
 - d. Assists in communicating school policies to the staff, parents and students;
 - e. Acts as liaison between the school and the community by interpreting the activities and policies of the school;
 - f. Assists with staff meeting to keep members informed of policy changes, new programs, inservicing and such other information necessary to the operation of the school.
- 5. Assists The Principal In The Implementation Of Policy And Law
 - a. Implements and observes board policies, goals, priorities and state and federal regulations as they apply to the school staff, students, and physical facilities;
 - b. Twenty percent of the assistant principals' time shall be devoted to risk management tasks:
 - (1) assists in the development and implementation of a risk management plan for the school;
 - (2) assists with the safety and administration of the school plant;
 - (3) assists with planning and supervision of fire drills and other required emergency preparedness programs;
 - (3) assists with periodic inspections of the buildings and grounds to spot and eliminate safety hazards.
 - c. Assists in the maintenance of high standards of student conduct and enforces discipline as necessary in accordance with board policies, state and federal laws and regulations and affording due process to the rights of students and other individuals.
- 6. General Administration
 - a. Assists with the accurate and punctual preparation of all school reports as required by the local district, regional, state and federal agencies;
 - b. Assists as requested with the monitoring and supervising the efficient expenditure of all school funds;
 - c. Maintains supervision and controls the various local funds generated by student activities;
 - d. Assists with the supervision and implementation of the school's athletic and other extracurricular activities;
 - e. Participates in principals' meetings and such other meetings as may be requested by the superintendent;
 - f. Exercises decisive leadership in crisis situations;
 - g. Performs such other tasks as may from time to time be assigned by the superintendent.

OTHER ITEMS USED FOR EVALUATION

1. Academic achievement of students as evidenced by achievement tests scores and other appropriate indicators;
2. Additional training;
3. Dependability;
4. Creativity and problem solving performance;
5. Commitment to the staff and the school;
6. Responsibilities and specific duties of the position are subject to such changes as may be deemed advisable by the superintendent;
7. Performs the duties of Athletic Director, Lead Teacher, or Parent Coordinator as outlined in the description of those positions.