



Dean-Student Services

Job Description

Reports to: Principal
Assistant Principal of Student Services

Supervises: Teachers, Counselors,
Support Staff, Custodians

Evaluated by: Principal and/or Assistant Principal

Evaluation period: Annual

Location: Munster High School

Purpose of Position:

The purpose of the position is to assist with the oversight of all student related activities within the school and to assist the principal with the vision and direction of the school.

Responsibilities and Duties:

- Maintain a safe and orderly environment through supervision and discipline
- Manage and oversee student attendance and school attendance procedures
- Maintain records pertaining to student suspensions and expulsions
- Supervise and evaluate certified staff
- Supervise and evaluate non-certified staff
- Assist with the oversight of building security including key distribution to staff
- Facilitate and monitor Section 504 referrals and conferences
- Assist with organization of school clubs, academic teams, and honor societies
- Attend special education conferences for identification and placement, as needed
- Assist with the management of the Student Assistance Plan
- Assist with the management of the student drug testing program
- Serve on school and district level committees
- Complete state reports
- Engage with teachers on Professional Learning Communities
- Provide feedback on instruction, academic growth, and school climate
- Develop and deliver professional development for teachers and staff
- Work with groups within the school in assessing the student handbook revisions each year
- Work with the Student Assistant Counsel (SAC) for continuous quality improvement of student safety, policy, and student engagement.
- Coordinate student and teacher parking
- Work with school resource officer, athletic director, and assistant principals to provide adequate security for school activities
- Supervise students during lunch and passing periods
- Coordinate activities with the Area Career Center including district transportation.
- Oversee the Munster Alternative Program (MAP)
- Work with probation officers from the juvenile courts
- Work with student government and class sponsors to organize all homecoming activities
- Supervise after school extracurricular and athletic events
- Assist with interviewing teaching and classified staff
- Assist with parent-teacher conferences
- Supervise arrivals and departures of buses and monitor student conduct in parking lot before and after school
- Conduct monthly fire emergency drills and other required drills as required by the state
- Schedule and monitor teachers who supervise the cafeteria and hallways
- Any other duty as assigned by the principal

Qualifications:

- Possesses a current Indiana teaching certificate
- Possesses a current Indiana building administrative license or is eligible to receive the appropriate license
- Previous successful teaching experience
- Has the ability to develop positive working relationships with students, parents, teachers, administrators and the community
- Must be proficient in the use of computers for various office applications
- Ability to speak effectively with staff and other persons
- Ability to present to large groups
- Ability to address the concerns that students, families and staff present
- Ability to help with conflict resolution between student peers and between families and staff
- Ability to help students, families and faculty establish common goals
- Ability to delegate responsibilities to appropriate staff members

Terms of Employment:**200 Days**

Benefits determined by the Administrative Fringe Benefits Schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.