JOB DESCRIPTION
DEAN of STUDENTS
SECONDARY SCHOOLS INSTRUCTION and EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: 03/02/2020

POSITION TITLE: Dean of Students

DEPARTMENT: Secondary Schools

REPORTS TO: Principal

SUPERVISES: Dean’s Office Staff

POSITION GOAL(S):
At U-46, the Dean of Students position exists to ensure a safe and stable school climate and culture by ensuring effective implementation of positive behavior interventions and supports (PBIS) including but not limited to: a strong and effective Universal/Tier 1 expectation and reward system, restorative justice, check-in check-out, mentoring groups, behavior plans, etc. The work of the Dean's Office is provided in accordance with the school's Multi-Tier System of Supports (MTSS) framework. When discipline referrals are made to the Dean's Office they should be handled according to the school’s progressive discipline structures while providing a laser-like focus on using restorative justice techniques to foster the repair of harm caused during the incident. The Dean of Students must take on leadership of specific project areas and work to ensure a safe, orderly, and productive learning environment that promotes student growth and teacher/staff professional practice. Frequent evening/weekend hours in addition to the regular work schedule is required.

JOB DUTIES / ACCOUNTABILITIES:

2. Develop and implement a plan to build student awareness, understanding, and engagement in the Universal expectations as well as provide ongoing support to students, teachers, and families in ensuring effective teaching and implementation of the behavior matrix throughout the school.

3. Collaborate with the entire administrative team to promote instructional leadership development both inside and outside of the classroom.

4. Ensure every student feels a strong sense of connectedness to and advocacy from adults in the school building

5. Establish school-wide ownership of each student having a "go to” adult in the building

6. Align behavior and discipline programs with the schools culture values and ensure they have a restorative approach. Elements to address include, but will not be limited to:
   1) Incident referral process; 2) Entry, passing period, lunch and dismissal monitoring; 3) In-school suspension curriculum; 4) Student re-entry into school; 5) Suspension alternatives; 6) Dean's Assistant best practices

7. Responsible for supervision in the cafeteria during lunch periods, in hallways during transition periods, on school grounds, at school events, and on buses to ensure a safe educational environment.

8. Develop and maintain systems and processes that ensure performance data is accurately,
consistently and comprehensively reported and tracked.

9. Use data to drive intervention services within the building and to better serve students

10. Perform data collection and entry as necessary

11. Monitor daily attendance/tardies and supervise the procedures of the attendance office to improve student attendance and ensure compliance and alignment with school district rules and state attendance laws.

12. Communicate clear processes and be a champion for the cloud-based HERO Student Management platform.

13. Works with the school-based attendance team to ensure students are in attendance and on-time in every class period every day. Reviews attendance and tardy data on a daily basis and provide follow up support and action to ensure effectiveness of the plan.

14. Monitors PBIS/MTSS data to identify patterns and over identification of students; works with the PBIS/MTSS universal team to determine and plan reteaching necessities.

15. Follows the Student Code of Conduct when determining consequences.

16. Works with the Director of Safety and Culture and Coordinator of Student Discipline and Educational Options to meet the requirements of Public Act 099-04560 (Student Discipline Policies)

17. Collaborate with the Assistant Principals in evaluating the performance of tenured and non-tenured instructional staff to comply with Teacher Appraisal Plan (TAP), Framework for Teaching (FFT) and any other contractual provision.

18. In collaboration with the Assistant Principal, responsible for the supervision of Deans’ Assistants.

19. Collaborate and communicate with staff, parents, and community members, to build and maintain positive working partnerships.

20. Maintain behavioral logs for each student on caseload, keeping comprehensive documentation of contacts, actions, and interventions.

21. Review and modify school policy and objectives with the administrative team to facilitate effective school management and the coordination of extracurricular activities.

22. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Previous experience as an administrator preferred

2. Three (3) years of successful teaching experience, preferably in high school

3. Knowledge and experience building the capacity of teacher teams

4. Experience using data to develop priorities and action planning

5. Experience leading students and adults toward a common goal

EDUCATION:

1. Appropriate License - Professional Educator License (PEL) with General Administrative or Principal Endorsement

2. PERA module designations required (Teachers)

3. Bilingual Spanish/English (verbal & written) preferred

4. Training in Cultural Competency, Equity, and/or Implicit Bias preferred

TERMS OF EMPLOYMENT:

10-month position, 229-day count calendar.
Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of support personnel.