JOB DESCRIPTION
ATTENDANCE/ TRUANCY DEAN of STUDENTS
SECONDARY SCHOOLS INSTRUCTION and EQUITY

JOB DESCRIPTION CREATION / REVISION DATE: 10/30/2019

POSITION TITLE: Attendance Dean

DEPARTMENT: Secondary Schools

REPORTS TO: Principal

SUPERVISES: Dean’s Office Staff

POSITION GOAL(S):
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:

1. Oversee the Academic Programs as an Instructional Leader in the areas of Danielson’s Domain 2: “Classroom Environment”, Positive Behavioral Interventions and Supports, teacher engagement, and coaching, including collaboration with the Principal, Assistant Principals, and Division Chairs to promote instructional leadership development.
2. 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 student order and a safe educational environment.
3. Monitor daily attendance/tardies and supervises the procedures of the attendance office to improve student attendance and ensure compliance and alignment with school district rules and state attendance laws.
4. Champions for the cloud-based HERO Student Management platform.
5. Works with the school Truancy Specialist to ensure students are in attendance in every class period every day. Monitors the work and reports compiled by the Truancy Specialist; acts on the information provided on the district 2/5 report.
6. Monitors PBIS/MTSS data to identify patterns and over identification of students; works with the PBIS/MTSS universal team to determine/plan reteaching necessities.
7. Follows the Student Code of Conduct when determining consequences.
8. Works with the Coordinator of Student Discipline and Alternative Placement to meet the requirements of Public Act 099-04560 (Student Discipline Policies)
9. Collaborate with the Assistant Principal and Division Chair 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.
10. In collaboration with the Assistant Principal, responsible for the supervision of Deans’ Assistants.
11. Collaborate and communicate with staff, parents, and community members, to build and maintain positive working partnerships.
12. Maintain behavioral logs for each student on caseload, keeping comprehensive documentation of contacts, actions, and interventions.
13. Review and modify school policy and objectives with the administrative team to facilitate effective school management and the coordination of extracurricular activities.
14. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Extensive knowledge of curriculum, instructional and administrative theory and applied practice.
2. Strong interpersonal communication and organization skills.
3. Five (5) or more year’s demonstrated success in teaching and/or administration.

EDUCATION:
1. Master’s Degree in Education.
2. Appropriate License (Professional Educator License with General Administrator or Principal endorsement)

TERMS OF EMPLOYMENT:
10 month position, 224 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.

Employee Signature: ____________________________ Date: ____________

Supervisor Signature: ____________________________ Date: ____________