

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Dean of Students

DEPARTMENT / BUILDING: Middle School

TITLE OF IMMEDIATE SUPERVISOR: Middle School Principal

BARGAINING UNIT: Lakeville Association of School Administrators

POSITION SUMMARY: The Middle School Dean of Students is responsible for providing assistance to the Principal in the administration of the total school program and is the primary administrator and coordinator of all day-to-day student management and attendance matters, as well as all grade level concerns. Specific duties will vary between buildings depending on individual needs. Duties will also vary depending on length of contract.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Assists the principal with the implementation of school district policies.
2. Has direct responsibilities for their students for:
 - Student registration
 - Student attendance
 - Participation in group consultation program as needed
 - Student discipline
 - Guidance and counseling services
 - Participation as a member of the Student Assistance Team
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
4. Aids students in course and subject selection and registration.
5. Maintains student records and protect their confidentiality.
6. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
7. Works with teachers and other staff members to familiarize them with the general range of services offered by the administration with respect to improving the educational prospects of individual students being counseled.
8. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding and maturity.

9. Coordinates and supervises all assessment for the building.
10. Coordinates and supervises substitute teachers.
11. Works with the Student Information Director to enhance or correct student information systems.
12. Supervises and coordinates grade reporting and Middle School honor roll.
13. Supervises and coordinates bus transportation.
14. Supervises and coordinates Health Office Assistant and Attendance Clerk.
15. Acts as liaison with Lakeville Police Department.
16. Supervises and coordinates student locker assignments and maintenance of lockers.
17. Coordinates student activities and assembly programs.
18. Coordinates and supervises AVID.
19. Coordinates, supervises, and monitors building fire and disaster drills.
20. Chairs/coordinates Student Assistance Team including Special Education, 504 Services and Mental Health Services.
21. Coordinates lunchroom supervision and maintains open lines of communications with lunchroom supervisors.
22. Coordinates 5th grade orientation and transition to middle school, and assists with 8th grade transition to high school.
23. Coordinates Master Schedule.
24. Conducts teacher and LEAF observations and provides direction as needed.
25. Attends meetings and conferences as directed by the principal.
26. Assists the administrative team in the supervision of co-curricular activities.
27. Attends local/state conventions and workshops as assigned by the principal.
28. Represents the principal at school, professional and public meetings in the principal's absence.
29. Assists with the staffing of the middle school.
30. Responsible for building security for property and persons.
31. Performs other responsibilities/duties as assigned by the building principal.

REQUIRED QUALIFICATIONS:

1. Must possess a valid license as a principal in the State of Minnesota.
2. Prefer experience as a middle-level administrator with a demonstrated record of leadership; a strong focus on students/student achievement; a collaborative leadership style; expanded opportunities for parent/community involvement in the school.

3. Demonstrated experience leading staff in areas including and not limited to social and emotional learning, instructional technology, and culturally inclusive classrooms.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 5/20/2022

REVISED: 10/17/2007; 6/20/2012; 3/28/2014, 4/8/2019