

SUPERVISORY DEAN

ESSENTIAL JOB FUNCTIONS

- 192 work days (school year plus 10 days)

Leadership

- Provide district direction and support of WTHS student service programs including:
 - ✓ Leading student service teams
 - ✓ Supporting and providing leadership to counselors and social workers
 - ✓ Maintaining a safe, inclusive and supportive educational environment
 - ✓ Providing supervision at after school events to be determined by building Principal
 - ✓ Assist in facilitating annual emergency drills, handbook committee and safety committee
 - ✓ Provide leadership and support in working with our at-risk student programs including, but not limited to ARC, Failsafe, ACHIEVE, and ALOP programs
- Provide district support of WTHS Building Administrative Teams including:
 - ✓ Staff evaluations
 - ✓ Building initiatives
 - ✓ Climate and culture of the building

Management

- Process discipline referrals
- Work with students, families, and staff to address violations of the student handbook
- Develop proactive initiatives to improve the climate and culture of the building
- Annually review handbook to ensure compliance with federal and state law
- Process residency disputes and investigation
- Process expulsion cases with Associate Principal

Collaboration

- Be an integral member of the building leadership team
- Provide direction, mentoring and support to building administrators in all areas related to student services as well as general guidance on school leadership.
- Report to the Board of Education on areas of responsibility as requested at various times
- Work collaboratively with deans district-wide to enhance climate and culture of District 121
- Work collaboratively with all building administrators to improve community relations
- Establish annual goals that add value to the district that include areas beyond discipline
- Enhance articulation between buildings including, but not limited to: attendance and discipline procedures, Panorama software data sharing with student service teams, transition programming, academic intervention programs, diversity and inclusion initiatives, 504 management, case study requests, etc

Other duties as assigned