

## JOB DESCRIPTION

JOB TITLE/ASSIGNMENT	
<b><u>JOB TITLE:</u></b>	Dean of Students – High School
<b><u>REPORTS TO:</u></b>	Principal
<b><u>CERTIFICATION</u></b>	Appropriate Illinois Teaching License and General Administrative/Principal Endorsement
<b><u>REQUIREMENTS:</u></b>	Minimum 3 years classroom experience Demonstrated success in fair and equitable discipline practices
<b><u>WORK YEAR:</u></b>	Teacher Contract Calendar workdays with additional five (5 days) days as required for District Leadership Team participation. Work hours include a minimum of an 8 hour day or at the conclusion of position responsibilities. Additional evening and weekend supervision as scheduled by Administration.

**KEY RESPONSIBILITIES:** The Dean is primarily responsible for management of student behavior, implementation of school and board policy in regard to discipline related issues, and for monitoring daily student attendance. The Dean supports extra-curricular and building activities at the school(s) with Administrative responsibilities. Serves as a key member of the building leadership team.

RESPONSIBILITIES/DUTIES
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**ESSENTIAL JOB FUNCTIONS:**

1. Meet with students to process identified behavioral infractions of school regulations, rules, and policies.
2. Determine and implement a uniform Code of Conduct for the High School.
3. Conduct any necessary discipline and/or bullying investigations and follow appropriate protocols as needed. Determine and implement safety plans as needed.
4. Reinforce restorative practices as it relates to student intervention.
5. Monitor daily student attendance and oversee implementation of attendance policy.
6. Maintain regular contact with parents regarding attendance and student behavior issues.
7. Oversee and monitor student parking.
8. Manage and oversee student support programs.
9. Manage and oversee the Student Support Center (in-school suspension) as needed.
10. Coordinate and support building security.
11. Work collaboratively within Building Team meetings (i.e., SIP, MTSS, individual student problem-solving).
12. Conduct home visits or other supports with families as needed.
13. Respond to and support building emergencies as needed.
14. Respond to Gaggle/Securly notifications as they arise.
15. Meet weekly with the Assistant Principals and Principal.
16. Maintain and prepare weekly behavior and attendance data for building leadership problem solving.
17. Share the responsibility for evening event supervision with other building administrators.

18. Support leadership team with conducting staff evaluations (certified and non-certified staff), staff support situations, recruitment and selection and other needs as assigned.
19. Other duties as assigned by the building Principal.

### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

### TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_