**Job Title**: Dean of Students

**Summary**: It is the responsibility of the Dean of Students to maintain a school atmosphere conducive to effective learning and the development of consideration, responsibility, and good citizenship on the parts of students and staff. The Dean of Students supervises all security personnel.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Assists the Assistant Principal with development of practices and procedures designed to implement Board of Education policies relative to student behavior.
* Organizes and administers a program designed to remediate inappropriate student behavior.
* Suspends students temporarily for willful and/or persistent violations of District regulations.
* Maintains such records pertaining to student behavior as may be necessary to substantiate student suspensions and recommendations for expulsion.
* Supervises student accounting processes and procedures designed to improve student attendance and behavior.
* Organizes and supervises programs designed to remediate truancy.
* Assists with the supervision of Security Personnel.
* Supervises student behavior at student activities and sporting events.
* Communicates behavior problems to parents/guardians for students assigned to them.
* Explains school disciplinary policies and practices to students and parents.
* Organizes, administers, and monitors student/staff parking.
* Processes field trip requests and arranges transportation.
* Coordinates and administers all district busing and van needs.
* Assists Assistant Principal during any and all crises.
* Organizes and administers student and staff parking.
* Assists with general supervision of students in and around the building during the school day.
* Evaluates certified and non-certified staff.

**Supervisory Responsibilities**: Supervises non-certified staff members (Deans’ Assistants, Deans’ Specialists, Clerks, Administrative Assistants)

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate
* ISBE Secondary Teaching Certificate
* Previous administrative experience preferred
* Related Master’s Degree or better from an accredited college or university

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to communicate effectively and accurately, both orally and in writing, in Spanish preferred
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | S | Push/Pull under 10 lbs. | S | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 10 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Assistant Principal

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act