

## **High School Dean of Students**

### **Desired Qualifications:**

Valid Iowa Teaching Certificate and/or Counseling, or Law Enforcement Experience

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

### **Reports to:**

High School Principal

### **Position Goal:**

The Dean is responsible for attendance, discipline, safety, and related pupil personnel services and performs the duties within the authority and responsibility delegated by the Principal.

### **Functions of Dean of Students:**

Recommends building policies and procedures related to attendance, discipline, and student and staff safety.

Supervises and is accountable for the maintenance and currency of each student's attendance records and enforces district attendance policies.

Works cooperatively with the teachers, counselors, students, and parents to encourage students to be in attendance and on time.

Handles referrals as assigned. Works with the students, parents/guardians, and teachers to improve the social skills of the student.

Processes, enforces and assists the administration in the development of the discipline policy. Assigns discipline for students.

Plans and implements preventive disciplinary measures through changes in program, counseling, Saturday school, home visits, changes in supervision, schedule changes, referrals for evaluation, etc.

Maintains disciplinary files. Compiles information from student referral incidents. Categorizes and analyzes this information to use in developing broader building level preventive disciplinary procedures or practices.

Presents disciplinary information at hearings at the building and district level.

Confers with counselors and teachers to develop individual preventive discipline plans.

Works with counselors to develop and follow up on a sequence of interventions for students who are at risk of falling behind academically.

Assist the high school principal in fostering sound interpersonal relationships among students, teachers, parents and administrators.

Assist the high school principal and activities director in managing the student services and activities programs.

Exercises appropriate leadership in processing student behavioral problems, including accurate record keeping of infractions as well as communication with parents.

Establishes and maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

Shares with the activities director and high school principal the responsibility for organizing and supervising all major events and programs in the school.

Assist in the implementation of the plan for proper conduct of participants and spectators at all public events.

Plans and supervises fire drills, tornado drills, and an emergency preparedness program and maintains required records.

Assists in the development and supervision of student assemblies.

Assists in the communication of the school's philosophy, purposes, program and problems to the students, staff, central staff, board and the community.

Routinely inspects school facilities, including hallways, restrooms, classrooms and special areas.

Assumes responsibility for overall supervision and safety of students in the buildings and on the grounds during lunch and before and after school.

Organizes and coordinates lunch schedules and supervision.

Organizes and coordinates SAT Team at the High School Level

Is in charge of districtwide 504 Program.

Supervises the in-school suspension program. Assigns students and provides direction, guidance and in-service for assigned staff.

Coordinates and oversees Saturday school.

Performs such other duties and assumes such other responsibilities as the high school principal may assign from time to time.

To assist the principal in the administration of the total program so as to promote the educational development of each student as well as the professional development of each staff member.

Communicates with the city and county law enforcement officials.

Supervises student and faculty parking areas.

Communicates regularly with high school custodians and responsible for their evaluations.

Works with High School Special Education Department is at IEP meetings as assigned.

Evaluates Certified Personnel as assigned by High School Principal.

Conducts Classroom Walk Throughs as assigned by High School Principal.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.