

Job Title: Dean of Students

Description of Basic Functions and Responsibilities:

The Dean of Students, under the direct supervision of the school principal and in cooperation with the associate principals, provides general assistance to the principal and associate principals in a wide variety of school administrative functions, including, but not limited to, student behavior management, delivery of instructional services, and staff evaluation.

Major duties and Responsibilities:

Assists the principal and associate principals with the following:

- Maintaining a safe and secure campus
- Supervising and coordinating of school activities
- Working with the community to promote a positive school image
- Observing and evaluating teachers and staff
- Serving as a resource for teachers regarding student achievement, attendance, behavior, and other problems
- Conducting parent conferences
- Providing support in the school's efforts to meet state and federal targets relating to student achievement, especially for student in the school's significant sub-groups.
- Providing supplemental support in areas that inhibit student achievement that could include student discipline and student attendance issues
- Developing and monitoring of individual education plans for students with exceptional needs
- Planning, developing and implementing the master schedule

Other Duties and Responsibilities:

Assists the principal and associate principals with the following:

- Conducting fire drills and other disaster preparedness activities
- Serving on District Expulsion committee
- Serving on District committees as assigned
- Articulating with feeder schools
- Supervising summer school and summer counseling
- Performing other duties as assigned by the school principal

Evaluation:

Annually by the principal

Minimum Qualifications:

Current valid California teaching credential

Current valid Administrative Services credential or eligibility for acceptance into an administrative intern program

Master's Degree from an accredited college or university or enrolled in a program with a completion date not later than 2 years from hire date

Three years of successful secondary teaching experience

Bilingual (preferred)

Work year:

12 months

Salary:

\$71,626 - \$92,829