

Job Description: High School/Middle School Dean of Students

The Dean of Students is responsible for assisting the high/middle school principal in assuming responsibility for the operation of the building and the development, implementation and maintenance of the building's educational program.

Responsibilities may include:

1. Represent administration at and/or lead meetings, including:
 - a. Team/grade level/department meetings
 - b. IEP meetings
 - c. Parent/Teacher meetings
 - i. Discipline/behavior
 - ii. Academics
 - d. Committee meetings
2. Assist principal in daily responsibilities:
 - a. Monitor and address attendance issues
 - b. Handle behavior office referrals
 - c. Monitor and address academic performance
 - d. Assist in completing accompanying paperwork for attendance, referrals and academic performance
 - e. Assist with scheduling issues
 - i. Work on master schedule
 - ii. Adjust students' schedules when appropriate
3. Coordinate school activities
 - a. Class meetings (i.e beginning of the year, scheduling)
 - b. Student assemblies
 - c. Special events
 - d. Class presentations (i.e. state assessments, harassment, bullying, prom safety)
4. Manage middle and high school behavior systems
 - a. Monitor student progress
 - b. Plan student incentives
 - c. Develop behavior contracts
 - d. Communicate with parents, students, and teachers
5. Other duties as assigned

Approved: July 24, 2017