

DEAN OF STUDENTS

Description of Position:

The Dean of Students assists the Principal and/or Assistant Principal in the areas of student discipline, attendance, student activities, and supervision.

Major Duties and Responsibilities:

1. Assumes the role of the Principal and Assistant Principal in their absence.
2. Assists responsibility for campus security and provides for the safety of students and staff.
3. Assists responsibility for student discipline programs.
4. Assists with the management and supervision of the attendance office and attendance intervention systems.
5. Assists in the supervision and coordination of school activities.
6. Visits classrooms and participates in the evaluation of teachers and other staff members.
7. Assists in the coordination and supervision of the school Disaster Preparedness Program and drills.
8. Serves as needed on the SARB, GRIP, School Law Enforcement, and other committees as appointed by the Principal.
9. Works with district committees as approved by the Principal.
10. Assists with the school testing program.
11. Acts as a resource person to the faculty in instructional matters and classroom management techniques.
12. Conducts parent conferences dealing with discipline and attendance as well as assisting with study teams and special education (IEP meetings) as needed.
13. Assists with the administration, coordination and supervision of various State and Federal categorical programs as assigned by the Principal and Assistant Principal.
14. Performs other related duties as assigned.

DEAN OF STUDENTS (continued)

Supervision Exercised or Received

Under the supervision of the Principal and/or Assistant Principal assists in the effective overall operation of the school.

Minimum Qualifications

1. Credential: Valid California credential authorizing service as an administrator at the secondary school level.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of school administration with emphasis on secondary school administration desirable.
3. Experience: Three to five years of successful teaching experience at the secondary school level is desirable.