

Job Title: Dean of Students

Wage/Hour Status: Exempt

Reports to: Principal

Dept./School: High School

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

The Dean of Students will be responsible for following an assigned group of students through their high school graduation plan and throughout their high school experience with the primary goal that 100% of all students will graduate on time. Each Dean will be assigned a major responsibility such as Textbooks, LPAC, etc. and will serve as the lead person in this area. All other Deans will serve in a supportive role and assist with all major responsibilities.

Qualifications:

Education/Certification:

Master's Degree from an accredited university
Valid School Counselor Certification or Texas Administrator's Certificate
Professional Development and Appraisal System (PDAS) certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Strong communication and interpersonal skills

Experience:

Established as an educational leader
Three (3) years of successful experience in teaching, counseling, or administration
Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

Instructional Management

1. Assure that all students who are assigned have an accurate graduation plan that reflects the recommended program unless the Dean of Students has met with the parent(s), teacher(s) and student resulting in the minimum plan.

2. Perform the PDAS evaluation for an assigned group of teachers annually. This evaluation may include annual updates in all records as well as ongoing monitoring of individual class schedules.
3. Maintain all permanent records for students assigned to include annual updates in all records as well as ongoing monitoring of individual student class schedules.
4. Conduct parent hearings as needed to resolve conflict.

School/Organizational Climate

5. Handle all responsibilities associated with Special Education students assigned to include, but not limited to, IEP, ARD, discipline, LDAA and SDAA.
6. Contact parents regularly in small groups, through quarterly parent meetings. Contacts may also be held individually as required.
7. Perform morning, lunch and after school duties as assigned by principal.
8. Perform evening and weekend duties as assigned by principal for extracurricular activities.
9. Monitor general student body at all times.
10. Attend weekly Dean of Students meeting with the Principal/Dean of Instruction to review tasks and assignments.
11. Attend weekly cross-training activities to develop skills necessary for the Dean of Students position.

School/Organizational Improvement

12. Attend all specialized training as scheduled to perform duties as assigned as the Dean of Students.
13. Monitor improvement in academic success of students assigned including TAKS tests, Benchmark tests, and semester tests.
14. Monitor improvement in non-academic areas to include increase in student attendance and decrease in student discipline.
15. Monitor increase in AEIS reported information, increase in graduation rate of students assigned and annual yearly progress.

Personnel Management

16. Comply with applicable personnel policies and rules.
17. Demonstrate high expectations and high regard for all personnel.
18. Use the district's appraisal system appropriately.

Student Management

19. Check daily on the attendance of assigned students. For students approaching unacceptable attendance, meet with the students individually and contact their parents. For students who are truant, meet with the students and parents to discuss their truancy status. Follow up with Truant officers for students who are scheduled to attend Truancy Court.
20. Follow district procedures for development of Personal Graduation Plans.
21. Follow district procedures for dropout recovery.
22. Handle all student disciplinary infractions for students within assigned group. Perform all corporal punishment on any student who is determined to receive this consequence. Follow up with parent(s) as needed, complete appropriate paperwork, and follow all administrative procedures as required.
23. Schedule parent conferences for all students who are in danger of failing, dropping out, consistently have poor discipline, or who are truant.
24. Meet with teachers as needed to monitor student success and student achievement.
25. Review all student performance reports, student graduation plans, report cards, attendance, and discipline documents regularly and consistently.
26. Perform all suicide risk assessments on any students who are suicidal and contact parents with the results, follow up with students as needed and make referrals to agencies as appropriate.

Professional Growth and Development

27. Provide leadership in professional growth and development.
28. Consistently demonstrate a professional manner in carrying out duties and responsibilities.

Assigned Duties

29. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

Teachers assigned as determined by principal.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional districtwide and statewide travel; frequent prolonged and irregular hours.