

TITLE: **DEAN OF STUDENTS**

QUALIFICATIONS:

1. California administrative credential authorizing service in area of assignment
2. Successful public school teaching experience required.
3. Demonstrated skill in working with pupils, parents and staff
4. Master's degree desirable

REPORTS TO: Principal

JOB GOAL: To assist students in resolving problems that may interfere with their receiving greatest benefit from school's educational opportunities; to help students achieve fullest benefits from school's programs, services and offerings; and to provide proper student placement in academic classes (Seventy-five percent of school year will be spent assisting students as described; twenty-five percent of school year will be devoted to administration)

RESPONSIBILITY:

1. Implements policies to effect positive student behavior in school
2. Supervises attendance accounting procedures and provides leadership in developing related practices
3. Assists in interpretation of school and District programs, policies and procedures to students, parents, staff and community
4. Participates in development and implementation of school practices in all areas as member of administrative team
5. Participates in supervision of students in co-curricular activities
6. Works with students on problems related to drug abuse and truancy with any needed coordination through community and government agencies
7. Provides guidance and counseling to students, parents and teachers on problems relating to student behavior and attendance
8. Assists principal with campus control and security through counseling and guidance program of school
9. Recommends practices designed to maintain safe, healthful school facilities

AUTHORITY:

1. Provides assistance to school community through authority of building principal in all areas of responsibility

10. Works with counselors, nurses and teachers in areas of pupil personnel services
11. Resolves all discipline problems in fair and just manner
12. Supervises registration, classification, scheduling and testing of students

TERMS OF EMPLOYMENT: Position to be funded from categorical funds; therefore, position will be limited to existing school site without transfer rights to another school; management salary schedule, code 25, 190 working days

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable