

Sparta Area School District

Article 240 - Specifications for the Dean of Students

SELECTION AND STATUS

The Dean of Students shall be contracted by the Board of Education. The terms of the contract shall be congruent to state statutes and include length, salary and benefits, and shall be set by the Board of Education.

The Dean of Students shall hold a teaching certification by the Wisconsin Department of Public Instruction appropriate for the age level of the students. The Dean of Students will be considered Middle Management.

The Dean of Students is directly responsible to the respective school principal(s), with duties and guidelines to be set by the board and principals:-

JOB GOAL

To help students resolve such academic and discipline problems as may interfere with their getting the greatest benefit from the school's educational opportunities and to help them achieve the fullest benefits from the school's programs, services, and offerings.

JOB RESPONSIBILITIES

The Dean of Students shall:

1. Share with building administration the responsibility for protecting the health and welfare of students.
2. Assist the administration in matters of student attendance, making home visits as necessary.
3. Become familiar with students' educational needs, and work with teachers, guidance counselors, special services staff, and parents to address unique educational needs. Attend IEP's when necessary.
4. Counsel individual students, and when necessary make appropriate referrals for testing, guidance, or counseling in cooperation with the principal.
5. Make recommendations for appropriate revisions of policies and rules affecting the student's life in school.
6. Resolves discipline problems in a fair and just manner, and maintain records of any disciplinary action taken.
7. Assist in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
8. Work with community and government agencies on problems relating to drug abuse and truancy from school.
9. Assist in developing and administering practices dealing with campus control and security.

