JUNIOR HIGH SCHOOL DEAN OF STUDENTS DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the junior high school dean of students may include, but not be limited to the following:

1. Assist with educational leadership for staff in the areas of curriculum, instruction and assessments.
2. Assist with creating a positive learning environment for all students and staff.
3. Assist in the coordination of IEP and 504 meetings, providing assistance prior to meetings to support the process of observation and data-collection for decision making.
4. Provide student supervision during lunch periods.
5. Assist in the preparation of teacher handbooks and student/parent handbooks.
6. Supervise the maintenance of student records of disciplinary actions, suspensions, attendance and detentions.
7. Monitor the control of discipline problems and confer with parents, staff, counselors, and administration to bring about needed adjustments.
8. Monitor and report student attendance, meeting regularly with building personnel and keeping parents/students informed of student absences.
9. Assist in the overall day to day operations of the school.
10. Work cooperatively with the PTA officers, members and committees and all other adult groups in his/her building.
11. Assist in scheduling and evaluating parent/teacher conferences.
12. Participate in PLC meetings.
13. Meet with the building principal to evaluate and coordinate the work of the building faculty and staff.
14. Conduct certified and classified staff evaluations as assigned.
15. Participate in the training of new staff members in building policies and procedures.
16. Participate in the formulation, interpretation, and careful execution of the policies of the district.
17. Maintain a high standard of ethics in all professional relationships.
18. Assist the junior high activities coordinator with various duties.
19. Provide supervision at school functions, extra-curricular activities and athletic activities.
20. Assist other administrators in supervising junior high students at home varsity football games and other major high school activity functions as assigned.
21. Be present at school board meetings when requested by the Superintendent or Principal.
22. Complete special projects and other duties as assigned by the building principal.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.