ELEMENTARY 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 elementary 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. Co-lead in coordination and delivery of special education services in the building.
4. 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.
5. Facilitate behavior support and discipline initiatives, conferring with students, parents, staff, counselors and the building administrator to foster a positive learning climate.
6. Assist with the hiring and scheduling of the support staff necessary to implement students’ individualized educational plans (IEP’s).
7. Support special education staff on all aspects of management: use of computer systems for the special education process, goal writing, progress reports, annual reviews, and parent communication.
8. Be present in classrooms to observe instructional practices and to monitor student engagement.
9. Support instruction through participation in PLCs for all teacher groups
10. Facilitate the gathering and analysis of building and student data for implementation and monitoring of student intervention plans.
11. Monitor and report student attendance, meeting regularly with building personnel and keeping parents/students informed of student absences.
12. Meet with the building principal to evaluate and coordinate the work of the building faculty and staff.
13. Conduct certified and classified staff evaluations as assigned.
14. Co-lead and facilitate leadership team meetings (BLT, MTSS, SAT, etc.)
15. Assist the building principal and leadership team in the delivery and support of professional learning and district initiatives.
16. Participate in the training of new staff members in building policies and procedures.
17. Assist in the overall day to day operations of the school.
18. Participate in the formulation, interpretation, and careful execution of the policies of the district.
19. Attend school board meetings when requested to do so by the superintendent or the principal.
20. Work cooperatively with the PTA, committee members, and other adult groups in the schools.
21. Complete special projects and other duties as assigned by the building principal.
22. Maintain a high standard of ethics in all professional relationships.
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.