

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE DEAN

QUALIFICATIONS:

1. Masters Degree from an accredited college or university
2. Five (5) years successful teaching experience
3. Certification in one of the following areas:
 - a. Educational Leadership
 - b. Administration & Supervision
 - c. Administration (7 – 12 or K – 12)
 - d. School Principal
 - e. Professional School Principal
4. Qualifications may vary from the above requirements to such degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

REPORTS TO: Principal

JOB GOAL: To help students resolve such non-academic problems as may interfere with their getting the greatest benefit from the school's educational opportunities

ESSENTIAL FUNCTIONS:

- Assist the principal with the responsibility of protecting the health, safety and welfare of all students
- Assist the principal in administering all district and school policies relating to student conduct
- Assist the principal in matters concerning student attendance
- Counsel individual students and, when necessary, make appropriate referrals for testing, guidance, or psychological counseling
- Assist the principal with the extracurricular programs of the school
- Make recommendations to the principal for appropriate revisions of policies and rules affecting the student's life in the school
- Resolves all assigned discipline problems in a fair and just manner and maintains records of any disciplinary action taken as directed by the principal
- Supervises the registration, classification, scheduling and testing of students, as directed by the principal
- Assist with campus supervision
- Recommend practices designed to maintain safe, healthful school facilities
- Work with counselors, nurses and teachers in areas of pupil personnel services
- Maintain accurate records of disciplinary actions
- Perform other tasks and responsibilities as assigned

SALARY: Based on the adopted salary schedule for instructional personnel
(10 months + Supplement)

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| EVALUATION: | Annual evaluation by the principal in accordance with the Master Contract, local policies, and state law |
| ENVIRONMENTAL: | Activities occur inside and outside; subject to indoor and outdoor environmental conditions |
| SUPERVISION CONTROL: | Is personally responsible for satisfying all of the above referenced essential functions with minimal supervision |