



Community Unit School District 300 Job Description

Position Title: Dean of Students – Middle School	
Work Days: 220	Employee Group: Administration
Reports To: Principal	Date of Preparation: October 2017 Revision Date: February 2024

Position Goals: The Dean of Students is responsible for setting the vision for achieving and sustaining high levels of student achievement and strategically implementing the school's mission through effective leadership of all stakeholders, including faculty, staff, student, parents, and the community.

The Dean of Students assists the Principal in maintaining discipline and attendance.

The Dean of Students is responsible for all aspects of student life including but not limited to establishing and maintaining an effective learning climate, managing discipline, implementing School Board Policy and maintaining communication. The Dean carries the shared responsibility for the supervision and evaluation of staff, working collaboratively with the administrative team members and other duties as may be directed by the building principal.

Duties and Responsibilities:

- Resolve all discipline problems and maintain records of any disciplinary actions taken.
- Organize and put into practice an effective program for the development of proper attitudes and standards on the part of the students.
- Organize attendance procedures and follow up on absenteeism.
- Strive to reduce school dropouts.
- Represent the school at school or community functions on request of the principal.
- Supervise student parking, check on bus loading and detention assignments.
- Assist with campus supervision.
- Provide supervision at all extra-curricular events as assigned by the building principal.

Knowledge, Skills, and Abilities:

- Experience as an administrator, at the middle school level, preferred
- A demonstrated commitment to school improvement.
- Experience in the development and implementation of social skills lessons and activities.
- Experience in the development and implementation of individual education plans related to appropriate goals and benchmarks.
- Experience in the development and implementation of progress monitoring including data collection, analysis and reporting.
- Other qualifications as appropriate.

**Performance Evaluation/Accountability:**

Performance evaluated annually in accordance with Illinois School Code and D300 Administrative Procedures

Education:

- Valid Illinois Professional Educator License (PEL) with General Administrator Endorsement and/or Principal Endorsement
- Valid Illinois Professional Educator License (PEL) with Teacher Evaluator (Modules 1-5)

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.