

Oswego Community Unit School District 308

Job Description Form

Job Title: Dean of Students

Reports to (Title): Principal

Level/Grade:

☒ Certified Administrator

Type of position:

☒ Full-Time

Work Year: 196 Day

☒ FLSA Exempt

☒ IELRA Exempt

RESPONSIBILITIES:

1. Participate as an active member of the administrative and building leadership teams.
2. Oversee and resolve all matters related to student attendance and discipline in a fair and consistent manner; provide due process disciplinary reviews; attend hearings as needed.
3. Provide support and problem solving assistance for individual students, parents, and staff in regards to attendance and discipline
4. Collaborate with counselors, social workers, teachers, and other staff members to support and encourage positive behavior and daily attendance.
5. Communicate with school and district administration about important matters related to student attendance and discipline and school safety and security.
6. Assist with the interpretation of school policies and procedures for students, parents, staff and community members.
7. Provide supervision for students throughout the regular school day and at dances, assemblies, and extra-curricular events.
8. Maintain confidentiality of private, protected information when interacting with students, parents, staff and community members.
9. Maintain a strong level of knowledge regarding educational law as it pertains to managing a caseload of general education and special education students.
10. Assist in the evaluation of licensed and non-licensed staff.
11. Other duties as assigned by the Principal or Principal's designee.

Requirements:

1. Master's Degree in Education and Professional Educator License with Administrative Endorsement required.
2. Previous administrative or teaching experience at the secondary level is preferred.
3. Familiarity with the Danielson Framework for evaluation and a willingness to become certified as an evaluator.
4. Certificate of good health signed by licensed physician.