

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Dean of Students

Calendar Work Days: 184 - School Year

Supervisor: Director of Deans

Status: Exempt - HHSTA, Leadership stipend per CBA

POSITION SUMMARY

It is the responsibility of the Dean of Students to work cooperatively with the Director of Deans, Assistant Principals, and Security Officers, and to manage student discipline, attendance, and contribute to creating a positive culture and climate in the school. The Dean also serves as a resource to staff and parents on how to promote positive student behaviors.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- PEL license with appropriate endorsement or other ISBE approval to qualify for assignment.
- Good verbal and written communication skills required.
- Demonstrated leadership ability to work with high school students.
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to deal with difficult situations courteously, tactfully and with discretion and good judgment.
- Knowledge of adolescent development standards.
- Ability to work in a variety of settings including indoor, outdoor, gyms, and off-site if needed.
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ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. Individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor. Other duties may be assigned.

- Responsible for the management of the discipline program as approved by the administration.
 - Address students through a restorative lens, assessing negative student behavior and administering restorative consequences for inappropriate behavior.
 - Conduct parent/ teacher conferences as needed.
 - Communicate plans for promoting positive student behavior to staff.
 - Maintain regular communication with the Director of Deans, Principal, Assistant Principal, security staff, and student safety supervisors.

- Communicate with parents regarding updates on investigations and plans for remediating negative student behavior.
- Responsible for overseeing student attendance and discipline procedures.
 - Communicate with parents regarding negative attendance trends and collaboratively create intervention plans.
 - Follow all attendance intervention steps per Dupage County for addressing truancy..
 - Collaborate with related service personnel and teachers for students not attending classes.
 - Responsible for the maintenance and updating of schedules and consequences in HERO (student management program)
- Serve as consultant to school, staff, and community.
 - Be an active member of Student Support Teams by advocating for students with behavioral and social-emotional concerns.
 - Partner with Social Workers, School Psychologists, and Interventionists as a resource in the areas of restorative practices, substance abuse and vaping, and PBIS.
 - Attend to students in crisis after school (police involvement, DCFS, etc.)
 - Maintain active communication with local police departments and community referral agencies and make community referrals when appropriate.
 - Oversee In-School Supervised Study procedures and practices
 - Serve as a member of the District Threat Assessment team.
- Coordinate with the Director of Deans to ensure a secure and safe school climate.
 - Responsible for supervision of and activities assigned to student supervisors regarding safety concerns, student behavior, student parking, study halls, and student lockers.
 - Provide daily supervision of halls, cafeteria, perimeter of building, and monitoring student activities.
 - Convey information regarding students on a regular basis to staff regarding safety updates.
 - Assist with safety drills including creating and maintaining Evacuation Plans for students with disabilities
 - Supervise detention before and after school.
- Other duties as assigned by supervisor

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. Supervision assignments may be required in a variety of settings including outdoors, cold, hot, rain, snow, or other extreme weather conditions. The employee may need to intervene to address student safety issues such as stopping fights. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Jodi Bryant

Assistant Superintendent of Human Resources
5500 South Grant Street
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481

