



VACANCY NOTICE

Belvidere North High School

The following position is available for the 2025-2026 school year:

Dean of Students - 9 months

DATE REQUIRED: August 18, 2025
QUALIFICATIONS /
EXPERIENCE DESIRED: PEL with General Administrative endorsement
SALARY RANGE: \$73,500.00/salary; commensurate with experience
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application by the application deadline to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-8614

Posting: March 27, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



Job Description

Position: High School Dean

Reports to: Principal

Qualifications: PEL with General Administrative endorsement

Terms of Employment: 180 Days (Teacher Calendar)

Supervision: Certified Staff and Educational Support Personnel including Assistant Principal, if applicable

Basic Function: Responsible for assisting the Principal with leadership, direction, supervision, operations and accountability at the high school.

Performance Responsibilities: The following statements of duties, frequency and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities and frequency may vary depending upon building assignments and other factors.

1. Implementing building and district student discipline program.
2. Monitor daily student attendance and prepare relevant reports.
3. Create partnerships with parents and community.
4. Supervise certified employees as an instructional leader by evaluating teaching performance.
5. Attend and facilitate IEP staffings.
6. Address building management concerns by working with custodial staff, office staff, teachers and District staff including applying school-wide safety and emergency procedures as needed.
7. Coordinate student parking procedures and locker use.
8. Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.
9. Supervise athletic events by attending events, monitoring student behavior and providing event management assistance.
10. Perform other duties assigned.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Administrator Evaluation Plan.