

MSD WASHINGTON TOWNSHIP
8550 Woodfield Crossing Boulevard
Indianapolis, IN 46240-2478

Administration

POSITION: LOCATION: Dean of Students
CONTRACT LENGTH: North Central High School
SALARY: 215 days (7/10/2024-6/17/2025)
\$73,759 (year 1) plus a competitive benefits package

JOB RESPONSIBILITIES:

- Process discipline referrals in a timely manner using the Washington Township Discipline Guidelines
- Collaborate with Grade Level Support Team (GLST) to assist students academically and socioemotionally
- Communicate with students the results of discipline referrals
- Communicate with faculty the results of discipline referrals
- Communicate with parents the results of discipline referrals
- Assist in data entry of discipline referrals
- Communicate with grade level attendance office personnel
- Refer recommendations for expulsions or class withdrawals to the appropriate assistant principal
- Participating in GLST conferences and parent/staff meetings related to students' academic progress, behavior and adjustment
 - Conduct instructional walkthroughs as outlined by District and school protocol
- Co-lead in the Professional Learning Community process
- Lunch supervision as assigned
- Passing period supervision as assigned
- Before school supervision as assigned
- After school supervision as assigned
- Emergency drills supervision as assigned

- Supervision of athletic events as assigned
- Supervision of dances as assigned
- Helping parents to understand their children's educational needs and how to communicate their concerns to school personnel
- Serving as liaison between school and home (encouraging parent participation in school activities)
- Consulting with GLST and other staff members on a wide range of concerns relating to student achievement, behavior and those factors in the child's life (socioeconomic, cultural, family dysfunction, etc.) which may be impacting on the child functioning in the academic setting
- Collaborating with GLST and staff on in-service activities and ongoing staff consultation
- Maintaining a strong knowledge base of existing community resources to facilitate referrals and identify existing needs
- Other duties as assigned

3.1.2023