



Rock Island-Milan School District 41

JOB DESCRIPTION

Jr High School Dean

POSITION INFORMATION:

POSITION TITLE	Junior High School Dean of Students
DATE CREATED/AMENDED	March 28, 2024
DEPARTMENT	Teaching and Learning (T&L)
LOCATION	District Middle Schools
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	200/Days
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Principal
OTHER INFORMATION	\$88,761-105,265

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To succeed in this job, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position Summary:

The Dean of Students serves as part of the school's leadership team as a facilitator and provider of a comprehensive system of support for students through the multi-tiered system of supports (MTSS) model utilizing proactive, preventive, and restorative measures to ensure students' academic and emotional success. The Dean of Students will coordinate and provide emotional/behavior interventions through the MTSS process, monitor student progress through qualitative and quantitative measures, and participate in student success planning meetings to provide recommendations regarding adjustments to student emotional/behavioral and academic intervention plans. In addition to providing support in the areas of pro-social/emotional behavior, discipline, attendance, and drop-out prevention, the Dean of Students will provide professional development and guidance for teachers to improve their knowledge and skills with classroom management, engaging students in learning, and building positive relationships that promote student success.

Essential Functions and Responsibilities:

- Arrive at the building before the students

- Formulate and develop student personnel policies
- Advises/collaborates with staff members on problems relating to policy, program, and administration
- Model advanced/interactive technology use in meetings and training
- Assist in maintaining discipline and attendance among the student clientele.
- Assist the other building administrators in the school's overall day-to-day operations.
- Assist parent, faculty, and student groups, as requested by the principal, in advancing educational and related activities and objectives
- Directs and assists in planning social, recreational, and curricular programs
- Also directs admissions, foreign student services, health services, student union, and testing services.
- Counsels or advises individuals and groups on personal problems, educational and vocational objectives, social and recreational activities, and financial assistance
- Attends school functions, curricular, extracurricular activities, and athletic activities as often as possible or as requested by the principal
- Review reports of student misconduct cases that require disciplinary action to ensure recommendations conform to university policies

Supervision:

- Share supervision responsibilities for curricular and extracurricular activities and athletic events if requested.
- Supervises the control of discipline problems and confers with parents, staff, counselors, and students to make adjustments.
- Supervises student behavior before, during, and after the school day.
Sponsors and advises student organizations.
- Share supervision responsibilities for curricular and extracurricular activities and athletic events if requested.
- Supervises the control of discipline problems and confers with parents, staff, counselors, and students about needed adjustments
- Assists in the evaluation of staff and appraising performance
- Directly supervises 1-3 secretaries
- Carries out supervisory responsibilities by the organization's policies and applicable laws
- Interview, hire, and train employees
- Plan, assign, and direct work
- Reward and discipline, address employee complaints, and resolve problems

Professional Growth and Development:

- Actively pursue opportunities for life-long learning and professional growth
- Attend professional development activities and apply new learning to improve performance
- Uphold and enforce the school expectations, regulations, and legal/board policies
- Practice all components of the Code of Professionalism
- Model advanced/interactive technology use in meetings and training

Required Education:

Master's degree

Certifications and Licenses:

- Professional Educator License (PEL)
- Type 75 State of Illinois/Administrative License (Illinois) preferred

Required Experience/Qualifications:

Two-Year teaching experience

Required Knowledge, Skills, and Abilities

- Ability to read, interpret, and explain materials from professional journals and books, including school code and legal documents
- Ability to make effective presentations
- Ability to interpret and analyze data
- Ability to interact effectively with a variety of audiences and individuals
- 5. Ability to interpret and administer board policy, administrative procedures, and State Law

Physical Demands:

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this Job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee must frequently lift and move up to 10 pounds and not more than 50 pounds.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions. The work environment can be noisy.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of the position's duties and standards. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date