

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Dean of Students <i>Elementary School/Middle School/High School</i>
JOB CLASS CODE:	0065
CLASSIFIED/CERTIFIED:	Certified
REPORTS TO:	Principal
SALARY SCHEDULE:	Certified Salary Schedule <i>Salary based on Rank and experience</i>
FLSA STATUS:	Exempt

REQUIRED QUALIFICATIONS

Appropriate Kentucky Administrative Certification
Degrees and experience commensurate with job description

DESIRED QUALIFICATIONS

Effective communication skills
Experience with/working knowledge of current school programs and procedures
Demonstrated ability to work with various groups including those with diversified background

SCOPE OF RESPONSIBILITIES

The Dean of Students will work in conjunction with other school administrators to ensure the academic, educational and extra-curricular effectiveness of the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes guidelines for proper student conduct and maintains student discipline
Maintains an effective learning climate in the school
Provides proper supervision of pupils at all times
Plans, organizes and directs implementation of specific co-curricular and extracurricular school activities, as assigned
Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs
Coordinates and supervises support services as assigned, such as maintenance, security, food service, recreational programs, financial and accounting services
Discusses and resolves individual student instructional problems
Prepares or supervises various reports, records and/or lists, as requested
Participates in administrative meetings as required and/or appropriate and participates and/or conducts staff meetings, as appropriate to keep members informed of changes, programs and implementation of professional development
Exerts leadership, as applicable, in the development of programs for staff members
Evaluates and counsels certified and classified staff members regarding their individual performance
Interprets Board policies and administrative directives
Performs other duties as discussed an/or assigned by the Principal

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Performs health services, if needed, for which training will be provided
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Performs other duties as assigned by the Superintendent or Principal
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PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Elementary and Middle School Assistant Principals shall be employed for 11 months; Hush School Assistant Principals shall be employed 11.5 months; salary and supplement(s) shall be commensurate with the adopted certified personnel salary schedule and supplement schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of certified personnel. Evaluations will be conducted by the supervising Principal and/or assigned designee.

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date

05/13/2008 WCBE approved

12/15/22 Revised