

DEAN OF STUDENTS
Middle School / High School

QUALIFICATIONS:

1. Credits toward a degree in educational administration or guidance and counseling.
2. Excellent writing and speaking skills, and ability to communicate with students, teachers, and families of students.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Building Principal

JOB GOALS:

Assist students in resolving interpersonal problems and conflicts and improve school and class attendance that enables student success in school.

PERFORMANCE RESPONSIBILITIES:

**This position does not allow the person to perform any administrative or supervisory duties, or to perform evaluations of teachers or other professional staff.

1. Assists principal in the overall administration of the middle/high school;
2. Performs as a resource for teachers and staff who express concerns for student attendance, student development and/or discipline;
3. Coordinates efforts with guidance, police liaison officer(s), school psychologist, and/or social worker in meeting with students and parents to discuss improving student attendance and/or behavior;
4. Consults with families via conference or communication systems concerning student attendance and behavior;
5. Confers with students and when necessary, makes appropriate referrals for STAR, IEP/M-Teams, guidance consultation, and/or psychological testing;
6. Assists in monitoring and recommending changes in the Waupaca School Codes of Classroom Conduct;
7. Resolves student behavior concerns in a fair and timely manner and maintains records of disciplinary or referral actions taken;
8. Closely monitors the physical plant of the schools and grounds and follows-up on student vandalism;
9. Assists in the interpretation of school district programs relating to student substance abuse and truancy;
10. Makes recommendations for appropriate revisions of policies and rules effecting student behavior;
11. Prepares appropriate media releases related to student attendance and student development;

12. Assists in discussing strategies to improve student performance, attendance and development;
13. Assists in developing and administering practices dealing with campus control and security;
14. Maintains active relationships with parents, families and students;
15. Assists in establishing rules governing students sent to the in-school suspension/detention room;
16. Responds to written and oral communication regarding student development and discipline matters;
17. Supervises and evaluates the following:
 - a. Homecoming week activities
 - b. Prom activities
18. Serves as a member of such committees and attends such meetings as directed by the principal;
19. Assumes responsibility when all administrators are out of the building;
20. Performs other tasks and assumes responsibilities within the overall scope of the position which the principal may assign.

Middle School only:

Job Goal: Assist coaches and advisors to supervise the extra-curricular activities available to all students.

1. Coordinates the extracurricular program facilities of the school, and responds to student initiated requests for specific new extracurricular clubs, activities, and programs with assistance of the principal;
2. Monitors the physical and academic requirements of eligibility for participation in each sport;
3. Assists in identifying faculty to work extracurricular activities in accordance with the Master Agreement;
4. Assists in hiring officials and makes necessary facility arrangements for home games;
5. Assumes responsibility for the organization and scheduling of all athletic events;
6. Fosters good school-community relations by keeping the community aware of and responsive to the athletic programs.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Personnel.