

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: DEAN OF STUDENTS
Supervisor: Principal

GENERAL JOB DESCRIPTION: The Dean of Students will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society. Administrative certification is preferable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible.
3. Communicate accurately and effectively.
4. Demonstrate leadership.
5. Demonstrate an understanding of political theory.
6. Comply with all School Board Policies and administrative regulations.
7. Monitor and facilitate the progress of programs toward established goals.
8. Stay current with the new school programs and practices through training and educational literature.
9. Complete required reports and communications throughout the year.
10. Enhance public relations with community members, parents, staff and students.
11. Consistently enforce school rules and policies.
12. Attend and participate in professional development opportunities during and outside the school year.
13. Develop positive relationships with students, parents, and colleagues and the community.
14. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work with high school administration to create master schedule of classes.
2. Work with teachers on course offerings.
3. Coordinate course offerings with colleges.
4. Oversee teacher committees on placement of students.
5. Use the SIS to create master schedules, student schedules, print progress reports and report cards, created ineligibility reports, and calculated grade point averages and identify honor roll students as appropriate.
6. Assist with pre-enrollment and course selection including ensuring that all required courses are scheduled (Core, SPED, ELL and Bilingual classes) and IEPs met if required by principal.
7. Enter schedules requests.
8. Add-Drop.
9. Transcript checks – 3 times a year.
10. Monitor Office aids
11. Monitor Tutoring practicum students
12. Monitor College classes
13. Creation of new classes each year
14. Monitor Grade reporting
15. Oversee registrar in:

- a. Uploading of grades
 - b. Preparing grade verification for teachers
 - c. Preparing progress reports
 - d. Preparing report cards
 - e. Preparing transcript labels
16. Work with college/university and military recruiters.
 17. Set up visits.
 18. Organize three financial aid workshops.
 19. Take student to college day.
 20. Assist students with scholarship searches and applications.
 21. Print quarterly scholarship/opportunity list.
 22. Classroom visits to handout scholarship applications/answer questions.
 23. Organize academic awards assembly – coordinating assistance from secretary.
 24. Work as a member of the HSTW team and coordinate various activities /events with high school administration.
 25. Create curriculum for daily mentorship period.
 26. Coordinate assemblies for advisement activities.
 27. Develop Programs of Study.
 28. Attend trainings as required by the District.
 29. Coordinate involvement and activities with colleges/universities regarding online classes, dual enrollment/early college initiative.
 30. Coordinate all course requests with colleges.
 31. Coordinate registration for dual enrollment students.
 32. Coordinate book orders.
 33. Coordinate face to face meetings with professors via ITV 3 times a semester.
 34. Attend meetings on dual enrollment.
 35. Troubleshoot student problems with courses.
 36. Coordinate meetings with college and HS teachers to develop course offerings for Programs of Study.
 37. Graduation responsibilities as assigned by principal.
 38. Review senior credits.
 39. Calculate and determine valedictorian and salutatorian.
 40. Order diplomas.
 41. Schedule vendor visits.
 42. Work with administration to organize graduation ceremony.
 43. Lunch detention supervisor.
 44. Smarthinking coordinator.
 45. Communications with parents.
 46. Senior academic notifications.
 47. After school program.
 48. Parent conferences/phone calls regarding:
 - a. Grades
 - b. Credits
 49. Summer School
 - a. Notify parents and students about summer school
 - b. Prepare master list of students.

QUALIFICATIONS:

1. A Master's Degree.
2. A valid New Mexico Administrative or Teaching License as required by the State of New Mexico
3. Five years of experience in public school setting.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____