

POSITION: **Dean of Discipline**

SUPERVISOR: Program Coordinator for Student Safety
Assistant Superintendent for Human Resources

JOB SUMMARY: Assist students, teachers, dean counselors, support staff, administrators, parents, and community organizations to provide and maintain the appropriate educational climate within the school.

JOB FUNCTIONS:

1. Coordinates the supervision of students including special education within the confines of the school jurisdiction.
2. Assumes responsibility for intervention with all infractions of the Code of Conduct.
3. Collaborates and works closely with all division on matters relative to student behavior.
4. Consults with other deans of discipline, parents, staff, and students regarding matters relative to student behavior.
5. Investigates, prepares documentation, and represents the school during discipline hearings in instances required by the Code of Conduct.
6. Visits, assists and collaborates with teachers in the supervision and management of their students.
7. Participates in Administrative Review Process with the Building Administrative Team as required by disciplinary procedures.
8. Suggests, formulates, and implements rules and regulations, consistent with Board policies that relate to student discipline and behavior.
9. Consults with teachers relative to management of students and selected school routines.
10. Maintains records and investigates records for students.
11. Maintains appropriate disciplinary records for students.
12. Makes available records of in-school and out-of-school suspensions to the Board of Education in accordance with Illinois statute.
13. Prepares and maintains statistical data from the Dean's Office on a yearly basis and as requested by the principal and/or required by the Illinois State Board of Education.
14. Participates in Administrative Update meetings as chaired by the Assistant Superintendent for Human Resources and other meetings as requested by the Administration.
15. Participates in Special Education staffings.
16. Attends extracurricular activities for purpose of supervision on a rotating basis with administrators.
17. Develops, supervises, and implements selected activities and tasks to open and close school.
18. Participates in new teacher orientation and selected continuing orientation programs.
19. Selects, evaluates, and supervises, with the Program Coordinator for Student Safety, support staff assigned to the Dean of Discipline office.
20. Participates in the development of job descriptions for the support staff and makes specific work assignments for those positions.
21. Contacts and works with local police and other appropriate agencies when necessary.
22. Performs other duties as assigned by the Program Coordinator for Student Safety and the Assistant Superintendent for Human Resources.

PHYSICAL/VISUAL
ACTIVITIES:

Standing, sitting, walking, lifting, carrying reaching, manual dexterity, talking, hearing, near visual acuity required.

PHYSICAL DEMANDS: No special requirements

ENVIRONMENTAL
CONDITIONS:

Standard office conditions, some activities may occur out of doors.

QUALIFICATIONS,
TRAINING/EXPER:

Master's degree preferred along with successful high school teaching experience.

CERTIFICATES:

Type 75 Administrative Certificate or Type 10 Supervisory Certificate preferred.

TERMS:

Salary Schedule plus stipend (currently under negotiations), which includes the standard school term plus six (6) additional days.

The description above should not be construed as containing every function/responsibility that may be required of the successful candidate in this job. Successful candidates may be required to perform other related functions as assigned.

May 31, 2006